

29 JULY 2003



Flying Operations

***AVIATION AND PARACHUTIST SERVICE,
AERONAUTICAL RATINGS AND BADGES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ USAF/XOOT
(CMSgt Darcy L. Standish)
Supersedes AFI 11-402, 1 September 1997

Certified by: HQ USAF/XOO
(Major Gen Richard A. Mentemeyer)
Pages: 221
Distribution: F

This instruction sets procedures and standards on implementing aviation service and parachutist service policy and procedures. Maintain and dispose of records created as a result of processes prescribed by this instruction according to AFMAN 37-139, *Records Disposition Schedule*. The reporting requirement in this AFI is exempt from licensing (except for reports in paragraph 8.7.1.2.) according to AFI 33-324, paragraph 2.11.8, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections. The antecedent for this instruction is AFD 11-4, *Aviation Service*. It sets the procedures for initiating aviation/parachutist service, awarding Air Force aeronautical ratings/badges, and gives guidance that applies to administering initiation and termination of aviation/parachutist service and award of rating/badges. It applies to all US Air Force aviation managers, commanders of flying/jump units, and aircrew/parachutist personnel. Major Commands (MAJCOMs), field operating agencies (FOAs), and HQ USAF direct reporting units (DRUs), and subordinate organizations may supplement this instruction. Supplements cannot be less restrictive than the basic publication. All agencies listed above will coordinate their supplements with HQ USAF before publication and will forward one copy to HQ USAF/XOOT after publication; subordinate organizations will coordinate supplements with respective parent organizations and furnish a copy of the supplement to the next higher headquarters. This document requires the collection and or maintenance of information protected by the Privacy Act of 1974, 5 U.S.C. 552a. The authorities to collect and maintain records prescribed in this instruction are indicated below. The systems of records affected by this instruction are:

1. Military Personnel Records System (F035 AF MP C) Authority: 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by.
2. Personnel Data System (PDS)(F030 AF MP A) (Authority: 10 U.S.C., various sections).
3. Aviation Resource Management System (ARMS) previously Air Force Operations Resource Management System (AFORMS) (F060 AF A)(Authority: 37 U.S.C. 301a, Incentive Pay: PL 92-204; PL 93-570; PL 93-294 (Aviation Career Incentive Act of 1974 and the Aviation Career Improvement Act of 1989); PL 106-65 (National Defense Authorization Act [NDAA] for Fiscal

Year 2000); and Privacy Act System Number F011 AF XO A, Air Force ARMS covers required information. Maintain and dispose of records created as a result of processes prescribed by this instruction according to AFMAN 37-139.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision includes the 2000 NDAA, adding the Air Battle Manager (ABM) into the Rated Officer category, and establishing the Career Enlisted Aviators (CEA) flying gate program, separating them from X-prefixed non-rated officer or non-CEA enlisted aircrew members, parachutists, and operational support fliers; changes policy to allow adjustment in Aviation Service Date (ASD) for breaks in service and non-permanent disqualification periods; provides specific guidelines on periods of Aeronautical Orders (AOs) and what AOs certify; establishes that training for CEA and parachutist is voluntary; establishes that qualification for aviation/parachutist service is not a right but must be maintained based on medical, professional, and aircrew potential; establishes authority and criteria for award of the ABM ratings; describes aviation service policies regarding CEAs; describes aviation/parachutist service policies regarding management of non-rated officers and non-CEA enlisted personnel other than 1AXXX; adds the Aircrew Evaluation Board (AEB) for non-rated officer and enlisted aircrew members; and updates parachutist badge criteria, removing badge criteria from AFI 11-410, *Personnel Parachute Operations*.

Chapter 1— GENERAL INFORMATION	9
1.1. Who Must Comply.	9
1.2. Responsibilities of HQ USAF/XOOT.	9
1.3. Responsibilities of MAJCOMs.	9
1.4. Responsibilities of Subordinate Organizations.	9
1.5. Responsibility of Aircrew, Parachutist, and Operational Support Members.	9
1.6. Specific Guidelines:	10
1.7. Training.	11
1.8. Qualification and Disqualification.	11
1.9. Documentation of Case Actions.	11
1.10. Aviation/Parachutist Service Action Requalification, Revalidation, Disqualification Suspense.	12
1.11. Standards of Application.	12
1.12. Preparation of AOs.	12
1.13. Disqualification/Requalification Aviation/Parachutist Packages.	16
1.14. Recommendations for Change.	17
1.15. HQ USAF Waivers.	17

Chapter 2— US AIR FORCE AERONAUTICAL RATINGS	18
2.1. Determining and Revoking Ratings.	18
2.2. Applicable to Whom.	18
2.3. Who is Eligible.	18
2.4. Authority to Make Awards.	19
2.5. Advanced Ratings.	19
2.6. Total Rated Service, Flying Time, and OFDA for Advanced Ratings.	20
2.7. Publication of the AO for Ratings.	21
2.8. Inter-Service Transfers of Rated Officers.	22
2.9. Pilot-Physicians.	22
2.10. Training with Other than USAF Units.	22
2.11. Application to Appear Before an ARB.	23
2.12. Reviewing ARB Applications.	23
2.13. ARB Procedures:	25
2.14. ARB Waivers.	25
Table 2.1. Mandatory Requirements for Award of Aeronautical Ratings.	26
Chapter 3— AVIATION SERVICE OF RATED OFFICERS	35
3.1. Purpose of Chapter.	35
3.2. Applicable to Whom.	35
3.3. Procedures:	35
3.4. Who Authorizes Aviation Service.	35
3.5. Qualification for ACIP.	35
3.6. Termination of Aviation Service.	36
3.7. Disqualification for Aviation Service.	37
Table 3.1. Permanent Disqualification (DQ) for Aviation Service.	44
3.8. Aviation Service Requalification.	45
Table 3.2. Non-Permanent Disqualification (DQ) for Aviation Service.	48
3.9. Aviation Service Termination or Disqualification For Officers Enrolled in UFT. ...	49
3.10. Aviation Service for Rated Officers in the ARC or Rated Officers Recalled/Returning to Active Duty.	49
3.11. Miscellaneous Career Aviation Service Data.	52

Chapter 4— THE FLYING EVALUATION BOARD	58
4.1. Purpose of Chapter.	58
4.2. Applicable to Whom.	58
4.3. When to convene an FEB and order an Officer before a Board.	58
4.4. Conducting Flying Evaluation Boards.	59
4.5. Board Recommendations.	65
4.6. The FEB Review Process.	66
4.7. Functions and Duties of Board Members.	68
4.8. Administrative Instructions.	71
4.9. Assignment after FEB.	72
Chapter 5— AVIATION SERVICE OF CEAs	73
5.1. Purpose of Chapter	73
5.2. Applicable to Whom	73
5.3. Procedures.	73
5.4. Who Authorizes Aviation Service.	73
5.5. Qualification for Career Enlisted Flying Incentive Pay (CEFIP).	73
5.6. Termination of Aviation Service.	74
5.7. Disqualification for Aviation or Parachutist Service.	75
Table 5.1. Permanent Disqualification (DQ) for Aviation Service.	82
5.8. Aviation or Parachutist Service Requalification.	84
Table 5.2. Non-Permanent Disqualification (DQ) for Aviation Service.	86
5.9. Enlisted Aircrew Undergraduate Course (EAUC) or Formal Flying Training (FFT) Aviation Service Termination or Disqualification.	87
5.10. Aviation Service for CEA in the ARC.	88
5.11. Miscellaneous Career Aviation Service Data.	89
Chapter 6— AVIATION AND PARACHUTIST SERVICE OF NON-RATED OR NON-CEA AIRCREW OR PARACHUTIST MEMBERS (AIRCREW OR JUMP PREFIXED SPECIALTIES)	93
6.1. Purpose of Chapter.	93
6.2. Applicable to Whom.	93
6.3. Procedures:	93
6.4. Who Authorizes Aviation Service.	94

6.5.	Preparing AOs.	94
6.6.	Termination of Aviation/Parachutist Service.	95
6.7.	120-Day Advance Notification Policy (Non-CEA Enlisted Members Only).	96
6.8.	Permanent Disqualification Actions.	96
6.9.	Non-permanent Disqualification Actions.	97
6.10.	Aviation Service Requalification.	98
Chapter 7—	AIRCREW EVALUATION BOARD (AEB)	99
7.1.	Purpose of Chapter.	99
7.2.	Applicable to Whom.	99
7.3.	When to Convene an AEB.	99
7.4.	Conducting AEBs.	100
7.5.	Board Recommendations.	105
7.6.	The AEB Review Process.	106
7.7.	Functions and Duties of Board Members.	107
7.8.	Administrative Instructions.	109
7.9.	Assignment After AEB.	110
Chapter 8—	AVIATION SERVICE OF OPERATIONAL SUPPORT FLIERS	111
8.1.	Purpose of Chapter.	111
8.2.	Applicable to Whom.	111
8.3.	Procedures.	111
8.4.	Qualification for Aviation Service.	113
8.5.	Aviation Service Termination.	113
8.6.	Preparing AOs.	114
8.7.	Validation of Ops Support Requirements and Man-Year Management.	114
8.8.	Record Retention.	117
Chapter 9—	AVIATION AND PARACHUTIST BADGES	118
9.1.	Basic Policy.	118
9.2.	Specific Guidelines.	118
9.3.	Award of Rated Aviation Badges to US Air Force Officers.	118
9.4.	Permanent Award of Aircrew Member Badges to US Air Force Members.	119
9.5.	Publishing Aeronautical Orders for nonrated or CEA aircrew members.	122

9.6.	Award of the Flight Nurse Badge to US Air Force Officers.	123
9.7.	Publishing Aeronautical Orders for Parachutists.	123
9.8.	Prohibiting the Wear of Aviation or Parachutist Badges.	124
9.9.	Posthumous Award of Aviation Badges.	124
9.10.	Award of Aviation Badges to Members of Other US Military Services or Foreign Military Services--Graduates From USAF Training Programs	124
9.11.	Award of Advanced Aviation Badges to Members of Foreign Military Services-- Graduates from Equivalent Training.	125
Table 9.1.	Mandatory Requirements for Award of Aviation Badges.	125
Table 9.2.	Mandatory Requirements for Wear of Parachutist Badges.	128
Chapter 10—	AIRCREW PREFIX REQUESTS, VALIDATION OF FLYING AND JUMP POSITION AUTHORIZATIONS, WAIVERS, AND INCENTIVE PAY	131
10.1.	Purpose of Chapter.	131
10.2.	Applicable to Whom.	131
10.3.	Responsibilities for Aircrew or Parachutist Management.	131
10.4.	Procedures:	132
10.5.	Staff Positions Changes and Additions.	133
10.6.	Funding for Non-rated, Non-CEA, or Jump Incentive Pay Requirements.	134
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	136
Attachment 2—	APPLICATION FOR ASTRONAUT QUALIFIER	142
Attachment 3—	REQUEST FOR APPEARANCE BEFORE AN AERONAUTICAL RATING BOARD	143
Attachment 4—	REQUEST FOR VOLUNTARY DISQUALIFICATION FROM AVIATION/PARACHUTIST SERVICE	145
Attachment 5—	NOTIFYING INDIVIDUAL OF REVIEW OF AVIATION SERVICE STATUS RESULTING FROM PERSONNEL RELIABILITY PROGRAM DECERTIFICATION	147
Attachment 6—	REQUESTING REQUALIFICATION FOR AVIATION SERVICE	148
Attachment 7—	REQUEST FOR REVALIDATION OR REQUALIFICATION FOR AVIATION SERVICE (AIR RESERVE COMPONENT PERSONNEL)	150

Attachment 8— REQUEST FOR HUMANITARIAN DISQUALIFICATION IN LIEU OF VOLUNTARY DISQUALIFICATION FOR AVIATION SERVICE	152
Attachment 9— OPERATIONAL SUPPORT MAN-YEAR REQUEST	154
Attachment 10— OPERATIONAL SUPPORT MAN-YEAR JUSTIFICATION	155
Attachment 11— REQUEST FOR AWARD OF PARACHUTIST BADGE	156
Attachment 12— COMMANDER’S INITIAL AO REQUEST	157
Attachment 13— FLYING EVALUATION BOARD PROCEDURES	158
Attachment 14— APPOINTING MEMBERS OF A FLYING EVALUATION BOARD	160
Attachment 15— CONVENING THE FLYING EVALUATION BOARD	161
Attachment 16— NOTIFYING RESPONDENT OF FLYING EVALUATION BOARD	162
Attachment 17— REQUEST FOR VOLUNTARY DISQUALIFICATION IN LIEU OF FLYING EVALUATION BOARD	164
Attachment 18— SUGGESTED PRELIMINARY INSTRUCTIONS FOR A FLYING EVALUATION BOARD	166
Attachment 19— CHALLENGE PROCEEDINGS	167
Attachment 20— PROCEDURE FOR EXAMINATION OF WITNESES	168
Attachment 21— PROCEDURE FOR ADDING AN ALLEGATION TO THE NOTIFICATION LETTER	169
Attachment 22— SUGGESTED FLYING EVALUATION BOARD CLOSING INSTRUCTIONS	171
Attachment 23— CHECKLIST FOR FLYING EVALUATION BOARDS	172
Attachment 24— FORMAT FOR FLYING EVALUATION BOARD REPORT	177
Attachment 25— FLYING EVALUATION BOARD REPORT TRANSMITTAL LETTER	183
Attachment 26— REQUESTING REINSTATEMENT OF AVIATION OR PARACHUTIST SERVICE	184
Attachment 27— NOTIFYING RESPONDENT OF SUSPENSION OF AVIATION SERVICE	185

Attachment 28— NOTIFYING THE HOST AVIATION RESOURCE MANAGEMENT TO SUSPEND AVIATION SERVICE	186
Attachment 29— REQUEST FOR DISQUALIFICATION FROM AVIATION SERVICE	187
Attachment 30— APPOINTING MEMBERS OF AN AIRCREW EVALUATION BOARD	188
Attachment 31— NOTIFYING RESPONDENT OF AIRCREW EVALUATION BOARD	189
Attachment 32— CONVENING THE AIRCREW EVALUATION BOARD	191
Attachment 33— REQUEST FOR VOLUNTARY DISQUALIFICATION IN LIEU OF AIRCREW EVALUATION BOARD	192
Attachment 34— AIRCREW EVALUATION BOARD PROCEDURES	193
Attachment 35— PROCEDURE FOR ADDING AN ALLEGATION TO THE NOTIFICATION LETTER	201
Attachment 36— PROCESSING OF THE AIRCREW EVALUATION BOARD REPORT	203
Attachment 37— AIRCREW EVALUATION BOARD REPORT TRANSMITTAL LETTER	205
Attachment 38— CHECKLIST FOR AIRCREW EVALUATION BOARD	206
Attachment 39— APPLICATION FOR ADJUSTMENT OF AVIATION SERVICE DATE	211
Attachment 40— REQUEST FOR DOUBLE BILLETING JUMP OR NONRATED AIRCREW POSITION	212
Attachment 41— ARMS REQUEST DATA FOR PARACHUTIST BADGE	214
Attachment 42— AF FORM 4322, ACTIVE PARACHUTIST JUSTIFICATION	216
Attachment 43— ANNUAL REVIEW OF JUMP, NONRATED, AND NON-CEA POSITIONS	219
Attachment 44— INDIVIDUAL REQUEST FOR AIRCRAFT ASSIGNMENT	220
Attachment 45— UNIT REQUEST FOR AIRCRAFT ASSIGNMENT	221

Chapter 1

GENERAL INFORMATION

1.1. Who Must Comply. The basis of the USAF aviation service program policies and requirements of this instruction is Public Law. It is subject to interpretation by each Service Secretary and must be uniform among other military services. Since this document supplements other Department of Defense (DoD) guidance, the more restrictive provisions of this instruction apply to active and inactive aircrew members, parachutists, operational support personnel and members of the Air Reserve Components (ARC). Further guidance on parachutist requirements criteria may be found in AFI 11-410.

1.2. Responsibilities of HQ USAF/XOOT. The Chief, Operational Training Division (HQ USAF/XOOT) establishes and monitors the Air Force aviation and parachutist service program as outlined in this instruction to ensure compliance with DoD policy.

1.3. Responsibilities of MAJCOMs. MAJCOM commanders, through their Aviation Resource Management (ARM) staffs, must provide guidance, criteria, and supervision to their subordinate organizations to establish a system for complying with the requirements of this instruction.

1.3.1. Establish procedures to monitor and ensure suspension/disqualification from aviation/parachutist actions are completed IAW this instruction, AFI 11-401, *Aviation Management* and AFI 11-421, *Aviation Resource Management*. As a minimum, procedures should include a bi-monthly review of ARMS data pertaining to: suspended aircrew/parachutists pending permanent disqualification actions, aircrew in Aircrew Position Indicator (API) 0/Z Unit Manpower Document (UMD) positions for validation of correct Aviation Service Code (ASC), and parachutists in "J" coded UMD positions for validation of correct ASC or parachutist status (jumpers).

1.4. Responsibilities of Subordinate Organizations. Commanders, through their Squadron Aviation Resource Management (SARM), Tenant Aviation Resource Management (TARM), and base Host Aviation Resource Management (HARM) staffs, must establish a system to carry out and comply with the requirements of this instruction.

1.4.1. Establish procedures to monitor and ensure suspension/disqualification from aviation/parachutist actions are completed IAW this instruction, AFI 11-401, and AFI 11-421. As a minimum, procedures should include a bi-monthly review of ARMS data pertaining to: suspended aircrew/parachutists pending permanent disqualification actions, aircrew in API 0/Z UMD positions for validation of correct ASC, and parachutists in "J" coded UMD positions for validation of correct ASC or parachutist status (jumpers).

1.4.1.1. Commanders will complete disqualification actions and not allow members suspended from aviation or parachutist service to separate or be reassigned until disqualification action is submitted through channels and completed by the MAJCOM.

1.5. Responsibility of Aircrew, Parachutist, and Operational Support Members.

1.5.1. All aircrew and parachutist must read and comply with the provisions of this instruction and AFI 11-401 aviation/parachutist procedures. Conditional aircrew members should also read AFI

11-421, Chapter 5 and parachutists AFI 11-421, Chapter 6 for flight/jump requirements for entitlement to flight/jump incentive pay.

1.5.2. Accomplish annual flight physical within three months prior to the end of their birth month. For aircrew/parachutists on waivers or subject to frequent TDYs, accomplish within six months prior to end of their birth month. Duty Not Involving Flying (DNIF) aircrew/parachutists must still accomplish a physical, unless medical condition prevents accomplishment (validated by a flight surgeon).

1.5.3. Aircrew, Parachutists, and operational support members must notify the HARM office immediately when flight or jump incentive pay has not been terminated if:

1.5.3.1. Suspended from aviation/parachutist service.

1.5.3.2. Disqualified from aviation/parachutist service.

1.5.3.3. DNIF more than 365 days (rated officers and CEAs).

1.5.3.4. DNIF more than 120 days (Non-rated officers or non-CEA aircrew and parachutists).

1.5.3.5. Member is a rated/CEA aircrew member in conditional status or non-rated or non-CEA aircrew member no longer assigned to an active flying billet or X, K, or Q prefix Duty Air Force Specialty Code (DAFSC) (non-rated or non-CEA).

1.5.3.6. Member is a rated officer in the ARC, not on Extended Active Duty (non-EAD) assigned to an API 0 position for more than 24-months. This does not include Active Guard Reserve (AGR) officers considered a rated asset.

1.5.3.7. Member is a rated officer/CEA in conditional status and assigned to an inactive flying UMD position.

1.5.3.7.1. Member is a conditional flyer, assigned to an active flying position; however, was not performing flights, and continued to receive flight pay without meeting the DoD FMR requirements for entitlement.

1.5.3.8. Member is a parachutist authorized permissive jump status or a parachutist no longer assigned to a 1T2X1, 1C2X1, 13DX or "J" coded UMD DAFSC.

1.5.3.8.1. Member is a parachutist, assigned to a jump billet, however, was not performing jumps, and continued to receive jump pay without meeting the DoD FMR requirements for entitlement.

1.5.3.9. Member is a flight surgeon, non-rated or non-CEA aircrew member, or parachutist member double billeted against a UMD position and other incumbent is on aeronautical orders and receiving incentive pay.

1.5.4. Contact the local finance office for "rate of pay" discrepancies. Aircrew members must validate their years of aviation service match the "rate of pay" they are authorized to receive IAW the DoD Financial Management Regulation (DoD FMR) 7000.14R. The HARM will provide copies of the member's AO and Military Pay Orders (MPOs) to help the aircrew member rectify discrepancies with finance.

1.6. Specific Guidelines:

1.6.1. Air Force personnel are not entitled to flight/jump incentive pay unless they are on competent AOs, physically qualified, and required to perform specific in-flight/jump duties. AOs certify that an

individual fulfills all requirements for aviation/parachutist service and are the official authorization to perform in-flight/jump duties.

1.6.2. Assigning anyone to an active flying/jump position solely for the purpose of accumulating Operational Flying Duty Accumulator (OFDA) credit or qualifying for incentive pay is contrary to public law and USAF policy.

1.7. Training.

1.7.1. Entrance into training for the rated force is voluntary. Once awarded an aeronautical rating, a rated officer must perform all aircrew and rated staff duties assigned. This includes additional flying training related to the officer's rated specialty.

1.7.2. Entrance into training for the CEA force is voluntary. Once awarded an Aircrew Operations AFSC, the CEA must perform all aircrew and staff duties assigned. This includes additional flying training related to the member's specialty.

1.7.3. Training for parachutists is voluntary. Once awarded the 1C2X1, 1T2X1, or 13DX AFSCs, a parachutist must perform all parachutist duties assigned. This includes additional jump training related to the member's specialty.

1.7.4. Non-rated officers, and non-CEA enlisted personnel, must volunteer to enter training that will qualify them to perform in-flight duties in an aircraft(s) as aircrew members or operational support flyers. Unless permanently disqualified, members who complete initial training remain available for flying duties and may be directed to perform such duties at any time.

1.8. Qualification and Disqualification.

1.8.1. Qualification for aviation/parachutist service is not a right; it rests within the sole discretion of the approval authority. Members remain qualified for aviation/parachutist service based on their qualifications and aircrew potential to obtain and maintain qualification in an aircraft (for aircrew).

1.8.2. Aircrew and parachutist members must maintain medical and professional qualification to remain qualified for aviation/parachutist service. Members with a substantiated record of drug abuse will not be entered into aviation/parachutist service duties except IAW AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs* as it applies to initial Undergraduate Flying Training (UFT) applicants.

1.8.3. Air Force personnel may request voluntary disqualification from aviation/parachutist service. Approval is contingent on the best interests of the USAF. See [Table 3.1.](#) for approval authority.

1.8.4. Disqualification from aviation/parachutist service is an administrative action designed to remove an individual from aviation/parachutist service for cause. It is not a disciplinary action, nor a substitute for action under the Uniform Code of Military Justice (UCMJ) or any other administrative directive. The USAF disqualifies a member when he or she is found medically or professionally unqualified to perform aviation/parachutist service according to this instruction. Disqualification terminates flight/jump incentive pay.

1.9. Documentation of Case Actions. At the conclusion of an aviation/parachutist service action, all documentation becomes a permanent part of the individual's master personnel record. Prepare all pack-

ages on 8 1/2 x 11 inch paper. All contents of a case action must be clear and legible (See AFI 36-2608, *Military Personnel Records System*).

1.9.1. HARMs must ensure an Aviation Resource Management System (ARMS) Individual Data Summary (IDS), Flying History Report (FHR), Individual Flight Record (IFR), and Quarterly Jump Record (QJR) (if applicable) products are included in the case file of a suspended aircrew member or parachutist with pending disqualification action. Following a thorough flight or jump record review covering flight/jump accomplishments and aeronautical orders with the member, the IDS will be certified by the member and filed permanently in the member's Flight Record Folder (FRF) or Jump Record Folder (JRF).

1.9.2. HARMs must ensure they do not publish aeronautical or military orders on aircrew members approved for requalification or revalidation of aviation service who are also authorized an ASD adjustment for break in military service or temporary disqualification (ASC 02 or 03) until after receipt the ASD adjustment letter. Upon receipt of ASD adjustment letters from HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members), the HARM validates the adjusted date is in ARMS and then processes appropriate AOs and flight pay entitlement (if otherwise qualified).

1.9.3. HARMs will ensure aircrew and parachutist complete a records review IAW AFI 11-421 when the member is suspended or disqualified for aviation or parachutist service. HARMs will print an IDS once a suspension or disqualification AO is processed and notify the member that a records review is required. Aircrew or parachutist members will acknowledge suspension and disqualification actions by signing an IDS that reflects ASC 04 and again when the disqualification ASC is assigned.

1.10. Aviation/Parachutist Service Action Requalification, Revalidation, Disqualification Suspense. Process aviation/parachutist service cases within 180 days. MAJCOMs must establish suspense dates and ensure timely processing of all cases and immediate termination of flight/jump pay when member is suspended or disqualified.

1.10.1. Flight or jump incentive pay must be terminated immediately upon suspension/disqualification. If a member is suspended, incentive pay must terminate the day prior to suspension, or earlier if conditional aircrew member or parachutist entitlement to pay ended before this date. If later disqualified, payment remains lost from the date of suspension. If a member is disqualified without previously being suspended, flight/jump incentive pay is terminated the day prior to disqualification (if otherwise qualified up to that date).

1.11. Standards of Application. Except as otherwise provided in [Chapter 4](#) and [Chapter 7](#), base decisions for aviation/parachutist service actions on the following standards:

1.11.1. The decision authority need not be convinced beyond a reasonable doubt or by a preponderance of the evidence that the conclusions are true. The decision authority must only believe the conclusions are supported by substantial evidence.

1.11.2. The decision authority may consider any information that in his or her judgment has value.

1.12. Preparation of AOs. AOs document aviation/parachutist service actions and aircraft authorized to perform aviation in. Publish, distribute, and maintain AOs IAW AFI 11-401. When possible, the commander will advise the member of the content and effect of an AO before the effective date.

1.12.1. Requests for AOs. The HARM office processes AOs that initiate or terminate aviation or parachutist service and to assign aircraft that aircrew members are authorized to obtain and maintain qualification in. The commander who submits the request letter must certify the member's eligibility for aviation/parachutist service and validate the flying/jump requirement and specify aircraft(s) authorized to obtain and maintain qualification in.

1.12.1.1. This certification includes verification of medical qualification IAW **AFI 48-123**, *Medical Examinations and Standards* and assignment to a valid flying UMD position (includes student billets). The HARM office will not process an AO to initiate aviation or parachutist service for any member unless the member possesses a valid flight physical and is assigned to a valid UMD flying/jump position (includes student billets). Exception: For a temporary jump duty request, the HARM must have the authorization for temporary jump status signed by appropriate MAJCOM authority with the member's commander certification request letter. Reference **AFI 11-401** for effective date of AOs for aircrew/parachutist members. The effective date of an AOs cannot be prior to the date of flight physical, regardless of class start dates. All requirements must be met IAW **AFI 11-401** and this instruction

1.12.1.2. Certification will also include verification that the member successfully completed physiological training IAW **AFI 11-403**, *Aerospace Physiological Training Program (if required)*. If required for the aircraft, physiological training must be completed before the member participates in his/her first flight. The commander will also verify the member possesses the appropriate level of security clearance for the aircraft, and review the member's past aviation service qualification. Any impediment to the crewmember's aviation service must be brought to the commander's attention.

1.12.1.3. Validation of active flying/jump requirements entails confirmation of specific API codes, appropriate DAFSC, or DAFSC prefix, establishment of a Flying Activity Category (FAC) code IAW **AFI 11-401**, that the member is entered in training to obtain and maintain qualification in an aircraft(s). For operational support fliers, the HARM office will confirm operational support requirements and allocate sufficient man-years.

1.12.1.3.1. Commanders submit an aircraft request letter to the HARM to process an aircraft assignment AO, listing the aircraft(s) the member is authorized to obtain and maintain qualification in. See [Attachment 44](#). The AO termination date will be N/A. After the initial request, each time an aircrew member's aircraft qualification requirement changes, a new request must be sent to the HARM which will supersede the previous aircraft AO. The HARM will document aircraft authorization in the remarks of the AO. For example: "Captain Shell is authorized to obtain and maintain aircrew qualification in the MC130E and the C130E, per commander's letter date 5 Sep 2002. Flying time will be logged IAW **AFI 11-401**." When an aircrew member is assigned to an inactive API, the aircraft AO is no longer valid.

1.12.2. Authority for Change. The authority for changing a member's aviation/parachutist service status depends on the type of action. A member's commander (or any commander within command channels), aerospace Flight Medicine Element (FME) office (previously Flight Surgeon's Office [FSO]), HARM, Military Personnel Flight (MPF), or HQ USAF may initiate the action. Each authority must immediately notify the member's HARM office with supporting justification and request publication of the appropriate AO. Unless the approval authority is restricted to HQ USAF, an individual's HARM office issues (or approves) the AO.

1.12.3. Effective Period of the AO. Depending upon the category of aircrew or parachutist member, an individual's availability or duration of the flying/jump requirement limits the effective period of an AO. AFI 11-401 is the governing directive for preparing AOs and takes precedence over this instruction.

1.12.3.1. AOs that establish an aviation service period for rated officers (except flight surgeons and officers in training leading to the award of an aeronautical rating) will normally reflect a termination date of the next aviation career phase point, regardless of Date Of Separation (DOS) or retirement. Unless disqualified from aviation service, the AO termination date for rated officers will normally be the effective date the officer will accrue 12, 18, 22 or 25 years of aviation service. For example: Captain Voss's ASD is 21 Jul 1989, he accrued 12 years of aviation service on 20 Jul 2001; therefore, that is the termination date. For an actively flying rated officer with more than 25 years of aviation service, the termination date of the AO will be the earliest known termination date, such as projected termination of assignment, or retirement. Flying incentive pay continues providing the member remains in continuous aviation status; however, this pay terminates effective the last day of the AO when changing from continuous to conditional status. Pay restarts when the member qualifies for entitlement to conditional incentive pay, using hours flown from the effective date of the conditional status AO forward (if otherwise qualified).

1.12.3.2. For CEA, AOs that establish an aviation service period will normally reflect a termination date of the next aviation career phase point, regardless of DOS, Expiration Term of Service (ETS), or retirement. Unless disqualified from aviation service the AO termination date for a CEA will normally be the effective date the crewmember will accrue 10, 15, 20, or 25 years of aviation service. For example: MSgt Schierholtz's ASD is 28 Aug 89, she accrued 10 years of aviation service on 27 Aug 1999; therefore, that is the termination date. For CEAs actively flying with more than 25 years of aviation service, the termination date of the AO will be the earliest known termination date, such as projected termination of assignment, DEROS, or retirement. Flying incentive pay continues providing the member remains in continuous aviation status; however, this pay terminates the last date of the AO when changing from continuous to conditional status. Pay restarts when the member qualifies for entitlement to conditional incentive pay, using hours flown from the effective date of the conditional status AO forward (if otherwise qualified).

1.12.3.2.1. For all other enlisted aircrew members, the termination date will be the date the flying tour is completed, DOS, change in status to inactive (FSC 'J' or 'L'), or date member is suspended/disqualified from aviation status, whichever is earliest.

1.12.3.3. For non-rated officers, the termination date will be the DOS if known. If the DOS is not known, the termination date will not exceed three years. If the member is notified of a follow-on flying assignment, the HARM will process an AO to change the termination date to reflect the follow-on assignment flying tour completion date. Flying incentive pay terminates the last day of the AO (if otherwise qualified), unless a new AO will be processed for continued aviation service with no change to effective period of AO (reenlistments or PCS to a flying job).

1.12.3.4. For parachutist members (UMD DAFSCs 1C2X1, 1T2X1, and 13DX), the termination date will be the date the jump tour is completed or DOS, change in status to inactive (FSC 'L'), or date member is suspended/disqualified from parachutist status, whichever is earliest. If the member re-enlists without a break in service, change the termination date (no change to effective date) to the new DOS. If the member is notified of a follow-on jump assignment, change the termination date to reflect the follow-on assignment jump tour completion. Jump incentive pay terminates the

last day of the AO (if otherwise qualified), unless a new AO will be processed for continued parachutist service with no change to effective period of AO (reenlistments or Permanent Change of Station [PCS] to another parachutist assignment).

1.12.3.4.1. For rated officer, CEA, or non-rated officers or non-CEA members who have a "J" prefix on the UMD DAFSC, the termination date of the jump AO is the date the member is no longer assigned to the "J" coded position. IAW AFI 11-410 for those approved for Temporary "J" coding, the AO terminates when the jump requirement ends. The duration for temporary jump status will be stated, with full justification, in the jump request letter and will be no longer than 180 days. Example: Member is authorized temporary jump status for a 60-day period to help with a Joint Readiness exercise, from 1 Apr through 31 May. The AO authorizing temporary jump status would terminate 31 May. Jump incentive pay terminates the last day of the AO (if otherwise qualified).

1.12.3.4.1.1. For rated officers and CEAs approved jump status, make sure the AO reflects the correct termination date of jump status; however, ARMS needs to maintain the next aviation gate as the termination date of aviation status. HARM offices may process an **AF Form 1887**, Aeronautical Order (PA) Aviation Service (in lieu of an ARMS AO) in order to prevent changing flying gate anniversary termination dates in ARMS. Jump incentive pay terminates the last day of the AO (if otherwise qualified), unless a new AO will be processed for continued parachutist service with no change to effective period of AO (reenlistments or PCS to another parachutist flying assignment).

1.12.3.4.2. For nonrated or non-CEA aircrew members ("X", "K", or "Q" prefixed UMD DAFSC), who do not have an open flying billet at their operational unit (due to unit exceeding total nonrated or non-CEA aircrew member authorizations), the active AO cannot be effective past the last date of the formal school (for initial training or TDY), the day after departed last duty station (for PCS assignment), or the day before effective date of duty (for Permanent Change of Assignment [PCA]). Flight pay terminates the last day of the active AO (if otherwise qualified). In the case of excess manning, unless a waiver is approved by HQ USAF/XOOT the HARM will publish an AO terminating flying duties IAW AFI 11-401, Chapter 2.

1.12.3.4.3. For parachutists ("J" coded DAFSC, or 1C2X1, 1T2X1, or 13DX), who do not have an open jump billet at their operational unit (due to unit exceeding total jump authorizations), the active AO cannot be effective past the last date of jump school (for initial training or TDY), the day after departed last duty station (for PCS assignment), or the day before effective date of duty (for PCA). Jump incentive pay terminates the last day of the active AO (if otherwise qualified). In the case of excess manning, unless a waiver is approved by HQ USAF/XOOT the HARM will publish an AO terminating flying duties IAW AFI 11-401, Chapter 2.

1.12.3.4.4. For members approved for permissive jump status, the AO termination date will be the date specified in the commander's letter; not to exceed one year. Jump incentive pay is not authorized for members in permissive jump status.

1.12.3.5. The HARM office will monitor AOs published for operational support members and terminate them the last day of each month, when the flying requirement (if less than a month) no longer exists or, when man-years are no longer available.

1.12.3.6. Publish AOs as quickly as possible when an effective period changes. When permanent PCS actions are involved, the gaining HARM office will ensure AOs are correct when the member

arrives at the new duty station. The gaining HARM will validate against authorized UMD data for the position number assigned to the member.

1.12.3.6.1. IAW AFI 11-401, HARM offices will ensure rated staff, flight surgeon, or CEA staff flyers double-billeted against active flying positions are not on active AOs for longer than 30 days. If rated staff, flight surgeons, or CEA staff flyers exceed this period, the HARM must terminate the flying AOs of one of the members IAW AFI 11-401, unless waived by HQ USAF/XOO.

NOTE: Unless the unit commander notifies the HARM office, prior to the end of the 30-day period, to remove the primary incumbent from active flying status, the HARM office will process an AO assigning FSC "J" and an inactive FAC code 7 to the additional incumbent(s) IAW AFI 11-401. Without HQ USAF/XOO approval, the HARM is not authorized to allow both incumbents to remain on active AOs past 30 days.

1.12.3.6.2. HARM offices must ensure non-rated officer or non-CEA aircrew and parachutist member on active AOs does not exceed the number of authorizations on UMD. Example: 38 ARS is authorized 10 Pararescue nonrated (or non-CEA) aircrew members, and the inbound parachutist makes 11. Unless the 38 ARS commander notifies the HARM office to terminate the jump status of another member, active jump AOs for the inbound Pararescue will not be processed (no overlap is authorized). Effective date of the AO is based on the provisions of AFI 11-401, Chapter 2.

1.12.3.6.3. HARM offices must ensure total number of parachutists does not exceed total number of authorizations on UMD. Example: 44 STS is authorized to have 40 parachutists on AOs, and the inbound parachutist makes 41. Unless the 44 STS commander notifies the HARM office to terminate the jump status of another member, active jump AOs for the inbound parachutist will not be processed (no overlap is authorized). Effective date of the AO is based on the provisions of AFI 11-401, Chapter 2.

1.12.3.7. Should circumstances require involuntary termination of aviation/parachutist service (other than suspension or disqualification) earlier than specified in the order, give the member as much advance notice as possible before termination. When the AO is no longer effective (expires), the member's aviation/parachutist service ends, and all entitlements to incentive pay cease. The HARM office will process an MPO to stop incentive pay effective the termination date of the AO that originally authorized jump status (or earlier if qualification for pay ended on an earlier date). For example: SSgt Jones was command-leveled to a non-jumping assignment, and departed the base 18 Jan 01. His gaining base HARM office processed an AO assigning ASC 06 effective 19 Jan 01 (one day after Date Departed Last Duty Station [DDLDS]); therefore, his previous AO was no longer valid and pay terminated effective 18 Jan 01 (if otherwise qualified).

1.13. Disqualification/Requalification Aviation/Parachutist Packages. Commanders must submit packages to the base legal office, MAJCOM ARM Functional Manager, through MAJCOM/DO channels to HQ AFPC/DPAOY as applicable. Commanders will notify the HARM to process the suspension AO and terminate flight or jump pay accordingly, and coordinate the disqualification action package through the HARM office for review and inclusion of the suspension AO. Commanders will not allow a member to be separated or retired from military service in suspended status. Disqualification action must be completed prior to separation or retirement. Members who separated from military service in suspended or disqualified status, must apply for "requalification of AOs."

1.13.1. As a minimum, a disqualification package will consist of the commander's notification letter, justification for disqualification action, ARMS IDS, FHR, last QJR (if applicable), Individual Training Summary (ITS), and the suspension AO that assigned ASC "04".

1.13.2. As a minimum, a requalification package will consist of the commander's notification letter, justification for requalification action, member's application letter (if applicable), ARMS IDS, FHR, ITS, Last Jump History Report (JHR) (if applicable), the suspension and disqualification AOs, and a current AF Form 1042, Medical Recommendation for Flying or Special Operational Duty with a current flight physical.

1.14. Recommendations for Change. Submit proposed changes via AF Form 847, Recommendation for Change of Publication, through MAJCOM/DO channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC, 20330-1480.

1.15. HQ USAF Waivers. Request waivers to this instruction via AF Form 847 through MAJCOM/DO channels to HQ USAF/XOOT. Once approved, MAJCOMs may publish these waivers in supplements.

Chapter 2

US AIR FORCE AERONAUTICAL RATINGS

2.1. Determining and Revoking Ratings. The Chief of Staff, USAF, determines Aeronautical Ratings. HQ USAF/XOO and MAJCOM commanders may revoke a specific rating from an individual when the requirement for an aviation service career no longer exists. This chapter establishes USAF procedures regarding aeronautical ratings.

2.2. Applicable to Whom. Rated policy applies to USAF officers on extended active duty and USAF officers who are active members of the ARC.

2.2.1. Under Title 10, U.S.C. 8691, the USAF may award aeronautical ratings only to USAF commissioned officers (exceptions are noted in [Chapter 9](#)). The following are the USAF aeronautical ratings:

2.2.1.1. Pilot, Senior Pilot, Command Pilot

2.2.1.2. Navigator, Senior Navigator, Master Navigator

2.2.1.3. Air Battle Manager (ABM), Senior Air Battle Manager, Master Air Battle Manager

2.2.1.4. Observer, Senior Observer, Master Observer

2.2.1.5. Flight Surgeon, Senior Flight Surgeon, Chief Flight Surgeon

2.2.2. The Chief of Staff, USAF, awards the Astronaut qualifier. Prepare an application according to [Attachment 2](#). Submit the application through MAJCOM channels to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC, 20330-1480 with a copy of the member's current AOs. HQ USAF/XOOTF reviews the application and sends recommendation to HQ AFPC/DPAOY to publish the CSAF AO.

2.2.3. An individual must meet all eligibility requirements IAW [Table 2.1](#), before being awarded an aeronautical rating. HQ USAF/XOOT approves exceptions to eligibility criteria.

2.2.4. The basic rating indicates an individual completed a specific course of training leading to professional qualification in primary aviation skills. It also signifies a commitment to a career in aviation service. Advanced ratings show an individual has attained a specific flying experience level.

2.3. Who is Eligible. A USAF officer, who completes USAF formal flying training or HQ USAF designated equivalent training, is eligible for a USAF rating.

2.3.1. An Air Force officer who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF rating may be eligible for the equivalent USAF rating.

2.3.1.1. Former non-USAF helicopter-only pilots may be approved to perform USAF helicopter pilot duties. Before performing flying duties in USAF fixed-wing aircraft, they must meet the eligibility criteria for and complete USAF Undergraduate Pilot Training (UPT) or Fixed-Wing Qualification (FWQ) training. Helicopter pilots who have not completed USAF/USN Primary fixed wing training (T37/T-34/T-6) and selected for a fixed wing assignment will complete all phases of fixed wing qualifications unless waived by HQ USAF/XOOT. See ETCA for specific requirements.

2.3.1.2. Former Naval or Marine Corps flight officers who completed the basic Naval Flight Officer and Radar Intercept Officer courses and were qualified in their assigned aircraft may apply for the USAF navigator rating (Refer to [Attachment 3](#)).

2.3.1.3. A USAF Medical Corps officer who completed comparable training as a member of another US military service and holds an aviation designation comparable to the USAF flight surgeon rating may apply for the USAF flight surgeon rating.

2.3.2. A USAF rated officer who is qualified to perform duties in space (50 miles above the earth's surface) and completes a minimum of one operational mission is eligible for the astronaut qualifier (pilot astronaut, navigator astronaut, observer astronaut, flight surgeon astronaut). (See [Attachment 2](#)).

2.4. Authority to Make Awards.

2.4.1. The Commander, Air Education and Training Command (AETC), awards the basic pilot or navigator rating to USAF officers who complete UFT. Authority may be delegated to commanders of AETC flying training wings.

2.4.2. The Commander, Air Combat Command, authorizes award of the basic ABM rating to USAF officers who complete UFT. Authority may be delegated to commanders of Air Control Wings. The NATO Airborne Early Warning (NAEW) Force Commander awards the basic ABM rating to USAF officers who complete UFT in NATO. Authority may be delegated to the NAEW Wing Commander.

2.4.3. The senior Air Force Officer, National Aeronautics and Space Administration (NASA), awards the basic observer rating to individuals who complete initial NASA Mission Specialist training.

2.4.4. The Commander, USAF School of Aerospace Medicine (USAF SAM/CC), awards the flight surgeon rating to Medical Corps officers who complete the Aerospace Medicine Primary Course. When approved, flight surgeons holding an additional rating as a USAF pilot may hold a dual rating as a USAF pilot-physician. (See AFI 11-405.)

2.5. Advanced Ratings. Award advanced ratings to identify specific levels of flying experience within each rated specialty. For an advanced rating, a USAF officer must:

2.5.1. Be qualified for USAF aviation service, have an active or inactive FSC (not be separated, suspended, or disqualified from aviation service), or be considered a rated asset in the ARC, and

2.5.2. Be on extended active duty, a member of the Air Reserve Component (Air National Guard [ANG] or the Air Force Reserve Command [AFRC]) on participating status (participating status is assignment status category A, B, D, H, or ready reinforcement personnel section (RRPS), and

2.5.3. Have been awarded the previous level of rating. Example: Awarded basic flight surgeon rating, before being eligible for award of the senior flight surgeon rating, and

2.5.4. Meet the eligibility requirements in [Table 2.1](#).

NOTE: An officer is eligible for an advanced rating only in the most recent specialty, e.g., a pilot formerly qualified as a navigator is not eligible for an advanced navigator rating. Flight surgeons that perform as pilot-physicians are eligible for advanced ratings as both flight surgeons and pilots.

2.6. Total Rated Service, Flying Time, and OFDA for Advanced Ratings. This section pertains to eligibility criteria in [Table 2.1](#).

2.6.1. Total Rated Service. Compute years of rated service from the date the officer received the basic USAF rating. Do not include breaks in military service or any time the officer was disqualified, resigned, separated, or was relieved of his or her commission. Exception: Prior to 1 Aug 2002, breaks in service did count towards rated service providing the member was not relieved of his or her commission or was disqualified for aviation service.

NOTE: Prior to 1 Aug 2002, breaks in military service were used to compute years of rated service. Effective 1 Aug 2002, the CSAF no longer authorized breaks in military service to credit towards years of rated service. Therefore, rated officers who had a previous break in service will not be credited with that break towards award of advanced badges from 1 Aug 2002 forward. For example: Captain Fox was awarded his basic pilot rating 5 Dec 96. He separated from military service from 1 Jan 2000 through 31 Dec 2001 (two years). Providing he remains qualified and in the military, he will reach 7 years of rated service in Dec 05, regardless of whether he requested an ASD adjustment or not. Do not adjust advanced ratings awarded prior to 1 Aug 2002 using breaks in military service.

2.6.1.1. Officers with previous US military rated or designated service must qualify for a basic USAF rating before they can qualify for an advanced USAF rating. Once awarded a basic USAF rating, all **pre-USAF** military rated or designated service is creditable toward an advanced USAF rating.

2.6.1.2. For a flight surgeon designated as flight medical officer under previous editions of AFR 60-13, Aviation Service, Aeronautical Ratings, and Badges, compute total rated service from the date the officer is designated a flight medical officer.

2.6.2. Flying Time and OFDA. Military flying time logged (including UFT student time) and OFDA (including OFDA accumulated in training for that specialty before award of the USAF rating in that specialty) is creditable toward award of an advanced rating in that specialty.

2.6.2.1. Do not credit flying time and OFDA accumulated in one rated specialty toward an advanced rating in another.

2.6.2.2. Do not credit flying time accrued at the USAF Academy (USAF A). USAFA flying time is not creditable towards military flying time. Therefore, this time is not included in an aircrew member's flying history in the member's FRF or the ARMS database.

2.6.2.3. Do not substitute months of flying duty accrued before 1 Apr 76 for flying time for purpose of retroactive award of advanced ratings.

2.6.2.4. IAW AFI 11-401 do not credit OFDA when member is double billeted past 30-days for all staff APIs. If two members are double-billeted against the same staff manpower authorization, only one member may accumulate OFDA (except for PCA/PCS actions for the periods listed in this paragraph) unless waived IAW AFI 11-401.

2.6.2.5. HARM offices will establish procedures to validate only flying time and OFDA obtained in the current rated specialty are used to award advanced ratings in that specialty (unless otherwise noted). Additionally, HARMs will not award retroactive ratings without validating the AFI (or Air Force Regulation) that pertained to the effective period of the AO. MAJCOMs or HQ USAF/XOOT have previous versions of applicable publications on file.

2.6.2.6. The Air Force/ARMS does not track OFDA past an officer's 18th year of aviation service. By law, do not credit OFDA months accumulated past the 18th year of aviation service toward entitlement to continuous Aviation Career Incentive Pay (ACIP). However, officers may continue to accumulate OFDA based on badge-creditable months to apply toward award of an advanced rating. To earn badge-creditable months following the 18th year of aviation service, individuals must occupy an active flying position for at least 15 days in a given month and perform OFDA-creditable flying duties which adhere to the conditional ACIP requirements in the DoD 7000.14-R, Volume 7, Part A, DoD Financial Management Regulation (DoDFMR), regardless of the current entitlement status of the individual.

2.6.2.6.1. Indoctrination flyers do not receive OFDA credit. Hours flown in this status and in the member's specialty, however, may count towards total flying hours in that specialty.

2.6.2.7. Flight surgeons are not entitled to continuous ACIP and cannot accumulate OFDA for pay entitlement purposes. However, they may credit months of flying duty performed while occupying an API-5 position towards advanced flight surgeon ratings, providing they met the conditional ACIP requirements in the DoDFMR 7000.14-R, Volume 7, Part A, DoDFMR. Pilot-physicians may credit pilot time logged while assigned to a pilot physician position towards advanced pilot and flight surgeon ratings; however, flight surgeon time may only be applied towards advanced flight surgeon ratings (see **para 2.9.**).

2.6.2.8. ABMs in authorized 13BXX positions (on or after 1 Oct 99) previously awarded non-rated officer aircrew member badges are considered rated if they attended a Programmed Flying Training (PFT) course that led to the aeronautical rating at one of the following Formal Training Units (FTU): Tinker AFB (AWACS), Geilenkirchen AB (NATO AWACS), Keesler AFB or Davis-Monthan AFB (ABCCC), or Robins AFB (Joint STARS). ABMs that attend UFT after 1 Oct 99 and are awarded the ABM rating upon graduation are authorized to use flying hours and OFDA accumulated from that day forward towards advanced ABM ratings.

2.7. Publication of the AO for Ratings. The servicing HARM office that maintains an officer's individual FRF publishes AOs to award ratings or advanced ratings. The remarks section of each published AO must contain the specific criteria in **Table 2.1.** in which the individual completed for award of an advanced rating. Example: Colonel Settle completed at least 15 years aviation service, has accumulated 144 months OFDA, and is awarded the advanced rating of command pilot.

2.7.1. Effective date of AO for Basic Rating. The effective date of a USAF rating to Air Force officers for Pilots, Navigators, and ABM is the graduation date of AF UFT. For Inter-service transfers, HQ AFPC/DPAOY awards the USAF rating effective the date the officer is assigned to rated duties (if otherwise qualified).

2.7.2. Effective Date of AO Awarding an Advanced Rating. The local HARM office will publish an AO awarding an advanced rating effective the date a member satisfies requirements listed in **Table 2.1.** If the member is beyond their 18th year of aviation service, the HARM will perform a manual calculation of badge-creditable months using the AF Form 142, AF Form 1520, ARMS Flight Pay Entitlement Worksheet (if conditional flyer), and review the FHR and IFR to verify when/if the officer meets eligibility criteria, and publish the appropriate AO effective the date the member met eligibility requirements. Example: General Freeman had 15 years of rated pilot time, 125 months of OFDA, 2,995 total pilot hours, and 2,200 primary/instructor/evaluator hours as of 3 March (his 18-year flying gate). General Freeman flew a six-hour flight as a pilot on 15 March, the HARM publishes an AO

awarding General Freeman the Command Pilot rating effective 15 March, using the date the member met the 3000 total hour requirement.

2.7.2.1. Officers must be awarded previous rating(s) prior to award of advanced specialty rating(s). Example: Major Scott must meet the requirement and be awarded the senior pilot rating, prior to being awarded the command pilot rating.

2.8. Inter-Service Transfers of Rated Officers. With the advent of USAF Specialized Undergraduate Navigator Training (SUNT), former Naval or Marine Corps flight officers who completed the basic Naval Flight Officer and Radar Intercept Officer courses, and were qualified in the F-4 or similar aircraft, are awarded the USAF navigator rating. Individuals holding the observer rating may ask their HARM office to publish an AO awarding the navigator rating. Cite this paragraph as the authority for the change.

2.8.1. An officer of the USAF Medical Corps who completed comparable training as a member of another US military service, and holds an aviation designation comparable to the USAF flight surgeon rating, is eligible for the USAF flight surgeon rating, if approved by the USAF Surgeon General. This action does not require an Aeronautical Rating Board (ARB).

2.8.1.1. Submit an application letter through command medical channels to HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03), 110 Luke Avenue, Suite 405, Bolling AFB DC 20332-7050. Include all records pertinent to establishing professional qualification as a USAF flight surgeon.

2.8.1.2. After certifying professional qualification, HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) forwards the approved application to HQ AFPC/DPAOY, 550 C Street, W Suite 31, Randolph AFB TX 78150-4733, who publishes a Department of the Air Force (DAF) AO awarding the rating.

2.9. Pilot-Physicians. Flight surgeons that also perform duties as pilot-physicians are eligible for advanced ratings both as flight surgeons and pilots. They may apply any USAF pilot years of aviation service, OFDA, and flying hours accrued before attaining flight surgeon status toward advanced pilot ratings. After attaining pilot-physician status, all hours flown as a pilot, and operational flying duty credit accrued as a pilot, may be "dual-credited" toward advanced pilot and flight surgeon ratings as long as the member is on AOs as an active pilot-physician (authorized a FAC 9). Hours flown as a flight surgeon, however, may be applied only towards advanced flight surgeon ratings.

For example: Major Lloyd was approved for pilot-physician status, and was assigned a FAC 9. Prior to her assignment to a FAC 9, she accrued 2500 total pilot hours. She has flown 50 hours as a pilot and 10 hours as a flight surgeon since assignment to the FAC 9 position.

The 2500 pilot hours accrued prior to the officer becoming a qualified pilot-physician may be applied only towards an advanced pilot rating.

The 50 pilot hours flown since assignment to the FAC 9 position may be used towards both advanced flight surgeon and advanced pilot ratings.

The 10 hours flown as a flight surgeon since assignment to the FAC 9 position, however, may be applied only towards the advanced flight surgeon rating.

2.10. Training with Other than USAF Units. A USAF officer, or an individual completing a commissioning program, that completed flying training conducted by another US military service, and holds a

military aviation designation comparable to the USAF pilot, navigator, or ABM rating, may apply for the basic USAF rating. Except for flight surgeons, an ARB must screen these applicants. (See [Attachment 3](#)).

2.10.1. The applicant must be available for assignment to operational flying duties and meet the requirements in [Chapter 9](#).

2.10.2. HQ AFPC/DPAOY publishes a DAF AO awarding the basic USAF aeronautical rating and qualifying the applicant for aviation service. The DAF AO awarding the rating is effective on the date HQ AFPC/DPPAES assigns the officer to rated duty and publishes the special order. HQ AFPC/DPAOY will forward a copy of the member's ARB application (with supporting documentation and DAF AO awarding the rating) to the HARM office. (See [Attachment 3](#))

2.10.3. HARM actions.

2.10.3.1. Use the DAF SO to initiate AOs assigning applicable ASC and FAC. HARMs are not authorized to publish this AO prior to receiving the CSAF rating AO and a copy of the ARB application.

2.10.3.2. Use the ARB application ([Attachment 3](#)) to establish the periods of inactive and active flying to calculate months of OFDA for update in ARMS. Document previous military active/inactive periods on the AF Form 142.

2.10.3.3. Use the DAF AO awarding the pilot rating in ARMS and the previous service basic rating to update the other US military rating date and establish the calculation date for advanced ratings. Process advanced ratings if member meets criteria.

2.10.3.3.1. Once the AF rating has been awarded, and the previous military rating has been entered in ARMS, if the member qualifies for an advanced rating, HARMs will process advanced ratings as applicable. For helicopter-pilot only officers (1) initially hired to fly helicopters, ensure advanced rating AOs also depict "helicopter-only" in the remarks of the AO. (2) initially hired to complete USAF FWQ UPT for assignment to fixed wing aircraft, their permanent pilot rating and AOs are contingent on completion of required USAF FWQ UPT training and must be awarded a pilot rating, prior to being awarded advanced AF pilot badges.

2.10.3.3.1.1. Effective date of advanced ratings. Once the HARM validates members meet eligibility criteria, use the day following award of the Basic USAF rating as earliest effective date for award of the Senior rating. If the member is also qualified for the command rating, then use the day after award of the Senior rating as the earliest effective date for award. Example: A prior Army officer was awarded an Army pilot rating 18 Jan 85, transferred to the Air Force with 15 years of rated service and 3,200 total pilot hours, was assigned to operational flying, and awarded a basic USAF rating effective 5 Sep 01. The HARM office would process AOs awarding the Senior Pilot rating 6 Sep 01, and Command Pilot rating 7 Sep 01.

2.11. Application to Appear Before an ARB. Applicants for USAF aeronautical ratings must submit a request to the gaining commander or the designated convening authority for inter-service transfers. Use the format in [Attachment 3](#).

2.12. Reviewing ARB Applications. The commander who has convening authority reviews an individual's request for an ARB to determine if a board should be convened. The following guidance applies:

- 2.12.1. Unless waived by HQ USAF/XOOT, individuals must meet the requirements in [Chapter 9](#).
- 2.12.2. The applicant's assignment to an operational flying duty position must be within one year of final ARB approval. If a vacancy exists and the applicant is qualified, the ARB (or convening authority) approves the award and forwards the application package to HQ AFPC/DPAOY. HQ AFPC/DPAOY will award the rating effective the date the officer is commissioned and assigned to the operational flying duty (active API on UMD) to perform operational flying duties. If a vacancy does not exist, deny the application and advise the applicant that they may resubmit at a later date.
- 2.12.2.1. Before proceeding with an ARB, the gaining MAJCOM must confirm an operational flying duty position is available. Coordinate requirements with HQ AFPC/DPAOY. For Officer Training School (OTS) or Reserve Officer Training Corps (ROTC) cadets, the gaining MAJCOM is HQ AETC. For other applicants, it is the MAJCOM of the servicing MPF. For the purpose of this instruction, the National Guard Bureau (NGB) is a MAJCOM.
- 2.12.3. Qualified helicopter-only pilot applicants. MAJCOMs may hire helicopter-only members (1) to fly helicopters only or (2) to attend FWQ USAF UPT for assignment to an operational fixed wing assignment. For category (2), permanent pilot ratings are contingent on completion of FWQ USAF UPT. Helicopter-only pilot applicants:
- 2.12.3.1. Must have completed a course comparable to USAF UPT-H.
- 2.12.3.2. Must acknowledge, if approved by an ARB, they will be awarded a helicopter-only restricted pilot rating and can be assigned only to an active flying position in helicopters. If the ARB does not award the rating, the member may be eligible to attend USAF UPT at the unit's discretion. If an ARB awards a helicopter-only rating, a unit may select the officer to attend fixed-wing qualification training at a later date. In order to be assigned to an active FWQ, a helicopter-only pilot must complete FWQ USAF UPT or USAF training and be awarded a fixed-wing pilot rating before he or she can be assigned to fixed-wing flying duties. Helicopter pilots who have not completed USAF/USN Primary fixed wing training (T37/T-34/T-6) will complete all phases of fixed wing qualifications unless waived by AETC/DOF.
- 2.12.3.2.1. Although helicopter-only qualified pilots are awarded a helicopter-only rating, this will be the original rating date and remains unchanged for advanced badges. If member is approved a helicopter-only rating contingent upon completing FWQ UPT for initial assignment to a fixed wing aircraft, the rating will be revoked and AO/pay terminated if the member is disqualified. If member is approved a helicopter-only rating for initial assignment to a helicopter only job and later attends UPT for a fixed wing assignment and is disqualified from UPT, the FEB may recommend returning the member to a helicopter assignment in lieu of permanent disqualification.
- 2.12.3.2.1.1. Once a rating is awarded by an ARB, it cannot be revoked unless as a result of a Flying Evaluation Board (FEB) action. Officers who later attend fixed-wing UFT and are awarded a pilot rating, do not have their original rating date adjusted. AO remarks reflect current rating type IAW AFI 11-401.
- 2.12.3.3. Must be scheduled for commissioning and entry to active duty within 12 months of application if enrolled in OTS or ROTC.
- 2.12.3.4. Must understand a USAF rating qualifies them for all flying duties required of USAF rated officers of comparable experience.

2.12.4. An applicant disenrolled or eliminated from UFT is not eligible to appear before an ARB or request waiver of an ARB. Assign ASC 06 if applicant is not currently a rated officer in the USAF.

2.13. ARB Procedures:

2.13.1. The MAJCOM commander or MAJCOM-designated subordinate unit commander appoints and convenes an ARB. Cite this paragraph as authority when publishing orders appointing and convening the board. Procuring commands will arrange for necessary support when board members and/or administrative support are not available to a local commander.

2.13.2. Conduct and process the board according to procedures for a FEB (See [Chapter 4](#)).

2.13.3. Board members must be rated officers currently assigned to active flying duty and must include at least one officer familiar with the rated duties in question. A board considering qualification of an applicant to be assigned to non-extended active duty (non-EAD) components is composed of non-EAD officers.

2.13.4. The ARB examines flying training, experience, and qualifications to determine if the applicant has rated potential comparable to a USAF rated officer.

2.13.5. All documents required by [Attachment 3](#) are mandatory exhibits. The board president may request additional documentation from the applicant.

2.13.6. The board must consider: the applicant's age and grade, flying training and operational experience, currency of flying experience, the availability of required upgrade or requalification training, the applicant's entire flying history to include specific reference to any aircraft accident, projected flying assignments, and rated potential. The verbatim transcript must provide clear, logical support for the findings and recommendation.

2.13.7. The board advises the applicant, performs inquiries, finds facts, and makes a recommendation. Intermediate commanders review the report, indicate concurrence or non-concurrence with the board's recommendation, and forward the case file to the MAJCOM/DO for final review. The MAJCOM/DO will make a recommendation to HQ AFPC/DPAOY for final approval action.

2.13.8. The ARB will limit its recommendation to whether or not to award the USAF rating.

2.13.9. Dispose of the report of proceedings according to AFMAN 37-139, Disposition of Air Force Records - Records Disposition Schedule.

2.14. ARB Waivers. An applicant may request waiver of appearance before an ARB if he or she submits documentation showing completion of training that is equivalent to USAF UFT and satisfies the requirements of [para 2.10.1.](#) Officers must have been in a military aviation status within five years of the request. If the applicant and subordinate commanders do not provide sufficient information, or do not include required exhibits, deny the request for waiver and return the application. Process requests for ARB waivers as follows:

2.14.1. The applicant submits a request for waiver of ARB to the commander authorized to convene the board ([Attachment 3](#)).

2.14.2. The commander appoints a USAF rated officer to review the request. The reviewing officer should be in the same rated specialty and be senior in rank to the applicant.

2.14.3. The reviewing officer reviews the application and interviews applicant using guidelines in **para 2.12**. Following the interview, the reviewing officer provides a written synopsis of applicant's qualifications and makes a recommendation to the convening authority. The convening authority adds his or her recommendation and forwards the request through channels to the MAJCOM/DO for review. If the MAJCOM/DO concurs with the recommendation, the MAJCOM/DO makes a recommendation and forwards member's qualification data to HQ AFPC/DPAOY. HQ AFPC/DPAOY reviews the MAJCOM/DO's recommendation, member's qualification data, and validates compliance with the requirements of this instruction, prior to approving and processing the DAF AO awarding the rating.

Table 2.1. Mandatory Requirements for Award of Aeronautical Ratings.

LINE	A	B	C	D	E	F
	Rating (Note 1)	Rated Service or Formal Training (Note 2)	Military Flying Time (Note 3)	OFDA (Notes 4, 5, and 16)	Application Required	Other Requirements and Remarks (Note 6)
1	Command Pilot (Note 18 and 19)	At least 15 years rated service as pilot, permanent award of USAF senior pilot rating and	At least 3000 total pilot hours or		No	Qualified for aviation service (active or inactive FSC) or considered a rated asset in ARC, and medically qualified Flying Class II. Note: A pilot in DNIF status is considered to be medically qualified for the purposes of this table.
2			2300 hours (any combination of primary, instructor, and/ or evaluator pilot time)			
3			or	144 Months (Notes 13-15)		

LINE	A	B	C	D	E	F
4	Senior Pilot (Notes 18 and 19)	At least 7 years rated service as a pilot, permanent award of USAF pilot rating and	At least 2000 total pilot hours or		No	
5			1300 hours (any combination of primary, instructor, and/or evaluator pilot time)			
6			or	72 Months (Notes 13-15)		
7	Pilot (note 17)	Graduate of USAF pilot training program	None		No	Qualified for aviation service (active FSC) and medically qualified Flying Class II
8		Graduate of pilot training program conducted by another US service when attendance directed by USAF				
9		Graduate of pilot training program conducted by another US military service provided training is equivalent to USAF course and	At least 400 hours primary time and instrument qualified		Yes	Medically qualified Flying Class II, reviewed by ARB, and found qualified by MAJCOM

LINE	A	B	C	D	E	F
10		Graduate of helicopter training conducted by another US military service and	At least 400 hours primary time in rotary wing aircraft and instrument qualified		Yes	
11	Master Navigator (Note 18)	At least 15 years rated service as a navigator, permanent award of USAF senior navigator rating and	At least 3000 total hours as a navigator or navigator/observer or		No	Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC and medically qualified Flying Class II Note: A navigator in DNIF status is considered to be medically qualified for the purposes of this table.
12			2300 hours (any combination of primary, instructor, and/or evaluator time as a navigator or navigator/observer)			
13			or	144 Months (Notes 13-15)		
14	Senior Navigator (Note 18)	At least 7 years rated service as a navigator, permanent award of USAF navigator rating and	At least 2000 total hours as navigator or observer or			

LINE	A	B	C	D	E	F
15			1300 hours (any combination of primary, instructor, and/or evaluator time as navigator/observer)			
16			or	72 Months (Notes 13-15)		
17	Navigator	Graduate of USAF UNT/ SUNT Program	None	None		Note 8
18		Graduate of the US Naval Observer course VT-29 (Advanced Navigator Training Course) and	At least 400 primary navigator hours,	None	Yes	Medically qualified Flying Class II, reviewed by ARB, and found qualified by MAJCOM
19	Master ABM	At least 15 years rated service as an ABM, permanent award of USAF senior Air Battle Manager rating and	At least 3000 total hours as a ABM or		No	Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC and medically qualified Flying Class II Note: An ABM in DNIF status is considered to be medically qualified for the purposes of this table. Notes 9, 10, 11, and 12.

LINE	A	B	C	D	E	F
20			2300 hours (any combination of primary, instructor, and/or evaluator time as an ABM			
21			or	144 Months (Notes 13-15)		
22	Senior ABM	At least 7 years rated service as an ABM, permanent award of USAF Air Battle Manager rating and	At least 2000 total hours as an ABM or			
23			1300 hours (any combination of primary, instructor, and/ or evaluator time as ABM			
24			or	72 Months (Notes 13-15)		
25	ABM	Graduate of E-3/E-8 FTU	None	None		

LINE	A	B	C	D	E	F
26	Master Observer	At least 15 years rated service, permanent award of USAF senior observer rating and	At least 3000 total hours as an observer or		No	Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC, and medically qualified Flying Class II Note: An observer in DNIF status is considered to be medically qualified for the purposes of this table.
27			2300 hours (any combination of primary, instructor, and/or evaluator time)			
28			or	144 Months (Notes 13-15)		
29	Senior Observer	At least 7 years rated service as an Observer, permanent award of USAF observer rating and	At least 2000 total hours or		No	
30			1300 hours (any combination of primary, instructor, and/or evaluator time)			
31			or	72 Months (Notes 13-15)		

LINE	A	B	C	D	E	F
32	Observer	Graduate of NASA Mission Specialist training	None			
33	Chief Flight Surgeon	At least 15 years rated service as a flight surgeon, permanent award of USAF Senior flight surgeon rating, 1 year on active flying status (ASC 8A and API 5), and	At least 750 total hours logged as a flight surgeon or	144 Months operational flying duty as a flight surgeon or Pilot-Physician (Notes 6 and 13-15)	No	Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC and medically qualified Flying Class II. Pilot-physicians see para 2.9 .
34	Senior Flight Surgeon	At least 7 years total rated service as flight surgeon, permanent award of USAF flight surgeon rating, 1 year on active flying status (ASC 8A and API 5), and	At least 350 total hours logged as a flight surgeon or	72 months operational flying duty as a flight surgeon or pilot-physician (Notes 6 and 13-15)	No	Qualified for aviation service (active or inactive FSC) or considered a rated asset in the ARC and medically qualified Flying Class II. Pilot-physicians see para 2.9 .
35	Flight Surgeon	USAF officer graduate of the Aerospace Medicine Primary Course, Unrestricted Medical License, and awarded AFSC 48XX	None	None	No	Qualified for aviation service and medically qualified Flying Class II

LINE	A	B	C	D	E	F
36		Graduate of like training conducted by other US military service and holds a designation comparable to USAF flight surgeon	None	None	Yes	Qualified by the USAF Surgeon General and medically qualified Flying Class II

NOTES:

1. Only USAF commissioned officers may receive USAF ratings.
2. Compute years of rated service from the date the officer received the basic USAF rating (normally graduation date of UFT). Do not include breaks in aviation service. Breaks include periods of suspensions, disqualifications, separation, resignation, or relieved from aviation service.
3. Time logged in the specific aeronautical specialty only and student time logged in training leading to award of the basic rating. For example, navigator or student navigator time does not count for advanced pilot ratings.
4. OFDA credited after date of entry into training leading to the basic rating. For example, OFDA credited as a navigator is not creditable toward advanced pilot ratings.
5. Individuals may earn OFDA months toward award of advanced ratings after their 18th year of aviation service. Officers in continuous or conditional ACIP status after the 18th year of aviation service must occupy an active flying position (API -1, 2, 6, 7, and 8) for at least 15 days in a given month, and perform OFDA-creditable flying duties which adhere to the conditional ACIP requirements in the DoDFMR 7000.14-R, Volume 7, Part A, DoDFMR).
6. Flight surgeons (API 5) months on status badge-credit must adhere to the DoDFMR flight requirements in order to credit a month of flying.
7. When an AF member qualifies for the Astronaut qualifier, the Astronaut Qualifier symbol may be worn (superimposed) on the rated badge they are eligible to wear. This is not a separate USAF rating.
8. Former Naval and Marine Corps flight officers who completed the basic Naval Flight Officer and Radar Intercept Officer courses and received the USAF Observer rating, may request award of the USAF Navigator rating.
9. ABM's will be rated when they attend a graduate level FTU course that leads to the award of the aeronautical rating or designation.
10. ABMs in an authorized 13BXX position (on or after 1 Oct 99) previously awarded non-rated officer aircrew member badges are considered rated if they attended a graduate level FTU

course that led to the aeronautical rating at one of the following FTU's: Tinker AFB (AWACS), Geilenkirchen AB (NATO AWACS), Keesler AFB or Davis-Monthan AFB (ABCCC), or Robins AFB (Joint STARS). For officers not yet awarded a nonrated officer aircrew member badge who completed graduate level FTU course before 1 Oct 99, use the initial qualification check as the basic rating date.

11. Grandfathering: For ABMs previously awarded the basic, senior, or master officer aircrew member badge prior to 1 Oct 99, HARM offices will use the initial standard evaluation qualification check for award of the basic ABM rating, and the same effective date of the nonrated advanced badge AOs to award corresponding advanced ratings on a new AO and update the rating (s) in ARMS. Maintain all nonrated and rated AOs in FRF.
12. The ASD, which determines continuous ACIP, will be based on the date the initial AO was published IAW current directives at one of the FTU's. An ASD cannot be established until an officer qualified for aviation service has been assigned to a formal flying course at one of the designated FTUs.
13. Rated members who possess the command/master/chief rating as of the effective date of this instruction are grandfathered.
14. Rated members, who possess a senior rating as of the effective date of this instruction, must accrue 144 months OFDA for the command/master rating.
15. All other rated members must accrue 72 months OFDA for the senior rating and 144 months OFDA for award of the command/master/chief ratings.
16. After 7/15 years of rated service, use the 16th of a month when meeting OFDA requirement (prior to 18 year gate) or date of flight when member reached hour milestone requirement for effective date of AO.
17. Original rating date remains unchanged for a helicopter-only pilot, after attending UFT for fixed-wing qualification.
18. UAV **flying time** may not be applied towards advanced ratings in a specific aircrew specialty; however, OFDA accumulated as a UAV operator may be applied toward advanced ratings.
19. Astronaut space station time may not be applied towards advanced ratings in a specific aircrew specialty; however, OFDA accumulated as an Astronaut may be applied toward advanced ratings.

Chapter 3

AVIATION SERVICE OF RATED OFFICERS

3.1. Purpose of Chapter. This chapter describes aviation service policies regarding rated officers performing duties as aircrew members. It establishes procedures for entering the rated aviation service, qualification for aviation service and ACIP, disqualification, requalification, and termination of aviation service.

3.2. Applicable to Whom. These procedures apply to all USAF officers who hold a current USAF aeronautical rating or who are enrolled in Undergraduate Pilot, Navigator, ABM, Flight Surgeon, or Observer training.

3.3. Procedures:

3.3.1. Qualification for an aviation service career depends on an individual maintaining medical qualification, continuing to develop professional skills, and demonstrating the potential for continued use as a rated asset. Continued rated service is a privilege, not a right. Personnel must be medically qualified IAW **AFI 48-123** (prior to AOs being published/effective) and complete physiological training IAW **AFI 11-403** before performing flying duties.

3.3.2. Air Force expectations are for pilots to upgrade to aircraft commander or flight lead after receiving sufficient training. There will be no career co-pilots or wingmen, unable or unwilling to upgrade.

3.3.3. Rated officers have a responsibility to maintain professional officer standards.

3.3.4. The USAF considers a rated officer available for rated duties on a worldwide basis. This includes training for combat and actual combat. Any moral or ethical compunction, or personal or self-imposed reservation or qualification that limits worldwide availability renders an officer incompatible with career aviation status. This includes attempts to limit flying duty to specific aircraft, roles, or missions.

3.4. Who Authorizes Aviation Service. Authority to initiate or terminate an officer's aviation career status is vested in:

3.4.1. Chief of Staff (CSAF) of the Air Force.

3.4.2. HQ USAF/XO, Deputy Chief of Staff, Operations.

3.4.3. HQ USAF/XOO, Director of Operations.

3.4.4. HQ USAF/XOOT, Chief Operational Training Division

3.4.5. MAJCOM commanders or commanders of field operating agencies (FOAs) within the USAF and ARC.

3.4.6. Commanders who exercise direct control over the HARM office that maintains an assigned officer's flight records.

3.5. Qualification for ACIP. To be entitled to ACIP, an officer must be entitled to basic pay, hold a current aeronautical rating or be enrolled in training leading to an aeronautical rating, be qualified (includes

medical) for aviation service, on active or inactive AOs (continuous entitlement status), or meet DoD-FMR requirements (conditional status), according to this instruction and AFI 11-401.

3.6. Termination of Aviation Service. Aviation service ends when an officer's AO (including rating) is no longer valid or when an officer is suspended, disqualified, separated, or retired from the service.

3.6.1. When an active duty or ARC rated officer separates or retires, his or her aviation service status and rating become invalid.

3.6.2. Suspension (ASC 02/04). Do not suspend rated officers for more than 180 days without MAJ-COM/DO approval (except ASC 02). Commander must notify the HARM office by letter to process a suspension AO, terminate member's flight/parachutist pay (effective day prior to suspension AO), and provide a copy of the letter to the member when the officer:

3.6.2.1. Is a respondent in an FEB/waiver of FEB action (see 3.7.1.1.)

NOTE: Convening authority will notify the member of FEB suspensions (Attachment 16) and a copy will be sent to the HARM office. The HARM office uses the notification letter to process a suspension AO on the member.

3.6.2.2. Professes fear of flying. (see 3.7.1.3.)

3.6.2.3. Is under investigation for drug abuse, or self-identifies as an illegal drug user. (see 3.7.1.5.)

3.6.2.4. Is being processed for involuntary discharge.

3.6.2.5. Is the subject of a criminal charge under the UCMJ. (see 3.7.1.6.)

3.6.2.6. Is the subject of a criminal charge under a civilian penal code if the charge alleges an offense for which the maximum authorized punishment in a court-martial under the UCMJ would exceed six months confinement at hard labor. (see 3.7.1.6.)

3.6.2.7. Is being processed for personnel reliability program (PRP) decertification. (see 3.7.2.5.)

3.6.2.8. Attempts to Drop On Request (DOR) from a formal flying training course. (see 3.7.1.3.)

3.6.2.9. Fails to maintain medical certification or aircrew ground and flying requirements due to factors within his or her control. Medical certification pertains to an officer's responsibility to accomplish physical examinations before certification expiration. Do not confuse this with a determination of medical fitness. (For survival school, refer to para 3.7.2.3..)

3.6.2.10. Requests voluntary disqualification. (For officers accepted to Transfer to Other-than-Line of the Air Force, refer to para 3.7.1.4.)

3.6.2.11. Is administratively found by his or her immediate or higher-level commander to have committed an offense(s) for which the maximum authorized punishment in a court-martial would exceed six months confinement at hard labor, whether or not there is court-martial jurisdiction.

3.6.2.12. Is an ARC non-EAD rated officer assigned to perform non-rated officer duties (API 0) for more than 24 months. In this case, suspension ASC 02 is assigned.

3.6.3. Disqualify an officer who is no longer medically or professionally qualified to perform aviation service due to the following causes:

3.6.3.1. Result of an FEB.

3.6.3.2. No longer medically qualified to perform aviation service (Fear of flying, drug abuse, etc.)

3.6.3.3. Approved for discharge for cause.

3.6.3.4. Convicted of criminal charges under the civilian penal code, if the charge alleges an offense for which the maximum authorized punishment in a court-martial under the UCMJ would exceed six months confinement at hard labor.

3.7. Disqualification for Aviation Service.

3.7.1. Permanent Disqualification Actions. Disqualification for aviation service is permanent if it results from FEB action, a request for voluntary disqualification, fear of flying, transfer to other than the line-of-the Air Force (except pilot-physician), substantiated drug abuse, failure to maintain professional standards, or other HQ USAF action that indicates permanent disqualification.

3.7.1.1. Flying Evaluation Board Actions.

3.7.1.1.1. The commander must suspend an officer's aviation career status until the FEB action is complete. Commander will notify the HARM office via a letter directing suspension ([Attachment 16](#)). The HARM office will process an AO assigning ASC 04, and terminate member's flying incentive pay the day prior to AO effective date, pending final FEB outcome.

3.7.1.1.2. Do not allow officers to perform flying duties if they are a respondent in an FEB/waiver of FEB action.

3.7.1.1.3. If an officer is disqualified as the result of an FEB, the MAJCOM/DO requests HQ AFPC/DPAOY publish an DAF AO revoking the suspension AO and assigning ASC 05 (Disqualified--FEB) effective the date of the original suspension AO. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, Flying History Report (FHR), Individual Flight Record (IFR), and file the AO and ARMS products in the FRF. Flight pay remains terminated from the original date of suspension.

3.7.1.1.4. Do not reassign (PCS/PCA) or allow a member to complete a PCS move or separate/retire, until the FEB action is complete. The immediate commander must notify the MPF to assign Assignment Availability Code (AAC) 21. If the officer is in TDY status, AFI 36-2110 applies.

3.7.1.2. Voluntary Disqualification Actions. In order to fill critical Air Force requirements, a rated officer may request voluntary disqualification from aviation service ([Attachment 4](#)). This is for officers who apply for permanent retraining to a new non-rated DAFSC (not identified in "Transfer to Other-Than-Line of the Air Force"). Approve such requests only when approval is in the best interest of the Air Force, i.e. when an officer possesses a special skill or qualification and the Air Force needs the officer to perform in this non-rated capacity. The commander will notify the HARM office in writing to suspend the officer's aviation service effective the date of the member's request. The HARM office will process an AO to assign ASC 04 (Suspended—disqualification action pending) and terminate member's flying incentive pay the day prior to AO effective date, pending final approval. The MAJCOM/DO (or equivalent) reviews the request and makes the final decision. (Note: For non-EAD officers, the Vice Commander of the Air Force Reserve

(HQ AFRC/CV) or the Director of the Air National Guard (NGB/CF), as applicable, is the approval authority.)

3.7.1.2.1. If the voluntary request is approved, the MAJCOM/DO will request HQ AFPC/DPAOY publish a DAF AO revoking the suspension and a subsequent AO assigning ASC 08 (Disqualified—Voluntary Request) effective the date of the original suspension AO. AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in member's FRF.

3.7.1.2.2. For ARC non-EAD officers assigned temporarily to perform non-rated API 0 duties, an application is not required; however, the HARM or (HQ ARPC/DPAF for records they maintain) must process a suspension AO to assign ASC 02, effective one day after a 24-month period in non-rated API 0 position. HARMs must retain the Personnel Interface report in the member's FRF, with the effective date of duty change to the API 0 position.

3.7.1.2.3. Do not use a voluntary request for disqualification as a basis for other administrative or disciplinary action.

NOTE: A rated officer cannot request voluntary disqualification as a means to “limit rated service” i.e. DOR from formal training courses, request to decline a particular assignment, etc. See para 4.3.7.3. of this instruction for reasons to convene a FEB and order an officer before a board.

3.7.1.3. Fear of Flying. If a rated officer professes a fear of flying, the member's commander advises the officer that profession of a fear of flying by a rated officer is professional dereliction. Fear of flying is not limited to an expression of a general fear of flying. It includes attempts to categorize fear of flying by theater of operations, aircraft mission, or type of aircraft. The commander counsels the officer regarding AFI 36-3206 (for ANG officers, ANGR 36-014). If the commander suspects a violation of the UCMJ, and intends to question the officer concerning the suspected violation, advise the officer regarding his or her rights IAW Article 31, UCMJ. After advisement, direct the officer to report to the Area Defense Counsel for further counseling. The Area Defense Counsel advises the officer of the consequences of professed fear of flying. After legal counseling, offer the officer an opportunity to withdraw the fear of flying statement. Verify withdrawal of a fear of flying statement in writing.

3.7.1.3.1. If the officer withdraws a fear of flying statement, order the officer to resume flying duties or take other appropriate action.

3.7.1.3.2. If the officer declines to withdraw a fear of flying statement, the commander will suspend the member's aviation service and refer the officer for medical examination. The commander will notify the HARM office in writing to publish an AO assigning ASC 04 (Suspended—disqualification action pending) effective the date the officer declined to withdraw the fear of flying statement. The HARM will print an ARMS IDS and file the AO and IDS in member's FRF. Flight pay terminates from day prior to the date of suspension forward. The flight surgeon determines if an incapacitating physical or psychiatric condition exists (AFI 48-123, Medical Examination and Standards). Medical personnel at the lowest echelon possible determine medical fitness for flying and submit a report to the officer's commander.

3.7.1.3.2.1. If the officer is medically unfit according to AFI 48-123, the flight surgeon will provide a statement commenting on duration, treatment, and relationship between the disorder and the professed fear of flying. In the remarks section of AF Form 1042, the

flight surgeon will state that the medical condition is directly related to the fear of flying. The HARM office will revoke the suspension AO and process an AO assigning ASC 03 to medically disqualify the officer effective the same date as the original suspension AO. The HARM office will print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward.

3.7.1.3.2.2. If the officer is medically fit, the suspension remains in effect. Forward the case file to the MAJCOM/DO with all supporting evidence for discharge action under AFI 36-3206. At the same time, forward a copy of the suspension AO through command channels to HQ AFPC/DPAOY. MAJCOM/DO requests HQ AFPC/DPAOY publish a DAF AO imposing permanent disqualification for aviation service and assigning ASC 01 (Disqualified--fear of flying). This AO will have the same effective date as the original AO that suspended the individual. The disqualification AO will prohibit the officer from wearing the aviation badge. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward.

3.7.1.3.3. Members in UFT who develop fear of flying have ample opportunity during training to evaluate this fear and DOR from training without prejudice. For nonrated officers (UFT rated trainee students), the STUS/CC will notify the HARM to process an AO assigning ASC 06, terminate flight pay, and list the reason member was disqualified from aviation service in the remarks of the AO. The HARM office will print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay terminates the day prior to the date of disqualification forward.

3.7.1.4. Transfer to Other-Than-Line of the Air Force. Disqualify a rated officer from aviation service if he or she transfers to other-than-line of the Air Force (permanent non-rated duty), is accepted for legal education under the USAF program outlined in AFI 51-101, or is accepted for a USAF-sponsored education program resulting in a transfer to other-than-line of the Air Force. Subject to the commander's discretion, these officers may continue to fly until the transfer is approved (no suspension is required).

3.7.1.4.1. When applying for a commission change, legal, or medical education program, include a voluntary request for disqualification from aviation service IAW [Attachment 4](#). If the application is approved, procuring agencies (i.e. legal or medical application review boards) forward the request to HQ AFPC/DPAOY, Randolph AFB TX 78150-4734. Include the commission change date and class start date. HQ AFPC/DPAOY publishes an AO imposing disqualification effective on the date of commission change or class starting date, whichever occurs first, and assigns ASC 08 (Disqualified--voluntary request). Disqualification under this subparagraph is permanent except as noted below. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will process an MPO to terminate flight pay the day prior to the date of disqualification. The HARM office will then update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO, MPO, and ARMS products in the member's FRF.

3.7.1.4.2. A rated officer who transfers to the Medical Corps may later complete training and requalify for aviation service as a flight surgeon. The officer remains disqualified from avia-

tion service in previously awarded ratings unless approved to perform as a pilot-physician (see **para 3.8.6.**). IAW **para 3.8.7.**, a rated officer who fails to complete medical school may request requalification for aviation service in the previous rated specialty.

3.7.1.4.3. IAW **para 3.8.7.**, a rated officer who fails to complete legal education may request requalification for aviation service

3.7.1.5. Substantiated Drug Abuse. If a rated officer is under investigation or self-identifies for drug abuse, the commander notifies the HARM office in writing to publish an AO to assign ASC 04 (Suspended--disqualification action pending) and terminate flying incentive pay the day prior to effective date of suspension.

3.7.1.5.1. If the investigation does not substantiate drug abuse, the commander notifies the HARM office in writing to publish an AO to revoke the suspension order, restore the previous ASC with original effective date, and restart flying incentive pay (if otherwise qualified).

3.7.1.5.2. If the investigation substantiates or the member self-identifies that drug abuse occurred, the commander forwards the disqualification package (commander's letter of confirmation with substantiating documentation and The Air Force Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program case file), and a copy of the suspension AO through command channels to the MAJCOM/DO for approval. If approved, the MAJCOM/DO requests HQ AFPC/DPAOY publish a DAF AO to revoke the suspension and assign ASC 00 (Disqualified—Administrative Reasons), effective the date of the original suspension AO. AFPC /DPAOY will place all documentation in the individual's master personnel record. AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, and file the AO and IDS in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward.

3.7.1.6. Failure To Maintain Professional Standards. The commander must notify the HARM office in writing to suspend a rated officer for any of the reasons listed in paragraph **3.6.2.**, and terminate flying incentive pay the day prior to the suspension effective date. The HARM office will publish an AO assigning ASC 04 effective the date of the commander's written notification. Under these circumstances, do not initiate other aviation service action until completing the administrative or disciplinary action. If the reason is flying related, i.e. failure to attain/maintain aircrew qualification, commanders will recommend the member appear before an FEB. For non-flying related reasons, after proceedings are complete (court martial, administrative board, etc.), the commander performs an assessment of the officer's potential for continued rated service.

3.7.1.6.1. If the officer is suitable for continued rated service, the commander notifies the HARM office in writing to publish an AO to revoke ASC 04, restore the previous ASC with the original effective date, and start flying incentive pay (if otherwise qualified).

3.7.1.6.2. If the officer is unavailable or unsuitable for continued rated duties, the commander recommends disqualification and notifies the officer in writing. The commander forwards the recommendation, substantiating documentation, and a copy of the suspension AO through command channels to the MAJCOM/DO. If the MAJCOM/DO approves disqualification, the entire case file (to ensure all documentation is kept in the officers Master personnel Records) is forwarded to HQ AFPC/DPAOY with a request to publish a DAF AO to revoke the suspension and assigning ASC 00 effective the same date as the original suspension AO. HQ AFPC/DPAOY will forward a copy of the DAF AO to the individual's HARM office. The HARM

office will process an AO assigning the appropriate ASC in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward.

3.7.2. Non-permanent Disqualification Actions. If disqualified for reasons other than those in paragraph 3.7.1., the officer may be requalified. The officer must show the impediment to rated service no longer exists.

3.7.2.1. Failure to Maintain Medical Fitness. If an officer is medically unfit for flying, disqualify the officer effective the first day following a period of 365 days that commences on the date of incapacitation (DNIF date), or on the date the FME determines the medical incapacitation to be permanent, whichever is earlier.

3.7.2.1.1. When an officer is medically unfit, a flight surgeon completes the AF Form 1042, Medical Recommendation for Flying Duty or Special Operational Duty, and forwards it to the flying unit of assignment and HARM office that maintains the officer's FRF. Provide a copy of the AF Form 1042 to the officer's commander.

3.7.2.1.2. If a flight surgeon is unable to determine the period of incapacitation, the HARM office will suspense the AF Form 1042 to ensure publication of an AO effective the first day following a 365-day period beginning on the date the officer was medically incapacitated. The HARM office publishes an AO awarding ASC 03 if the medical problem is not resolved, and terminates flying incentive pay the day prior to the effective date of the disqualification AO. The HARM office will print an ARMS IDS, FHR, IFR, and file the AO and ARMS products in the member's FRF.

3.7.2.1.3. If the flight surgeon determines the incapacitation will not be resolved within 365 days, he or she will indicate this on the AF Form 1042 and advise the HARM office. The HARM office will publish an AO assigning ASC 03 effective the date the FME indicated on the AF Form 1042 that the medical incapacitation is permanent, and terminate flying incentive pay the day prior to the effective date of the disqualification AO. The HARM office will print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF.

NOTE: Determining entitlement to conditional ACIP as a result of a medical action is often a complex task. As a technique, determine entitlement to ACIP as a result of medical fitness by considering a member in one of two groups. The first group consists of those members who are incapacitated regardless of whether or not the incapacitation resulted from the performance of flying duty. In this situation, use the DOD 7000.14-R, Vol 7, Part A, paragraphs 220206 and 220207 to determine entitlement. The second group consists of those members described in paragraph 3.7.2.1.2. Use the DOD 7000.14-R, Vol 7, Part A, paragraph 220207, to determine entitlement.

3.7.2.1.4. Due to the frequency of medical actions affecting aviation service, the FME and HARM office must ensure timely exchange of information between the offices. The FME will notify the HARM office as soon as possible after the flight surgeon determines the disqualification effective date.

3.7.2.1.5. Refer to paragraph 3.8. for removal of medical disqualification and requalification for aviation service.

3.7.2.2. Failure to Maintain Medical Certification. If a rated officer's medical certification (flight physical) expires, assume the officer has lost medical fitness. If the officer made a reasonable

attempt to maintain medical certification, or the certification expired due to reasons beyond the officer's control, there is no need to suspend. For example, if an examination is incomplete due to administrative delays or member is DNIF, there is no need to suspend the officer if he or she is otherwise medically qualified. In cases when expiration is beyond an officer's control, the appropriate waiver authority extends medical certification to cover administrative processing. The FME must inform the HARM office, via AF Form 1042 with waiver extension date, if an officer should remain medically qualified after his or her medical certification expires. Without FME notification, the HARM office must publish an AO suspending the member NLT five working days after medical certification expires. The HARM office will also terminate flight pay the day prior to the effective date of the suspension AO. The HARM office will print an ARMS IDS, and file the AO and IDS in member's FRF. Exception: If a member was DNIF prior to the expiration of the physical, the DNIF AF Form 1042 serves as FME notification. Unless the DNIF does not prevent physical accomplishment or if DNIF is removed, the HARM office does not assign ASC 04.

3.7.2.2.1. If a member, through factors within his or her control, does not accomplish medical recertification within 60 days following the date of suspension, the nearest convening authority will direct the member to appear before an FEB in accordance with paragraph 4.3.5. This subparagraph also applies to members in DNIF status (when the FME verifies the DNIF status did not prevent physical accomplishment).

3.7.2.2.2. If the flight surgeon later determines an officer is medically incapacitated for flying duty and will not return to flying by the first day following a period of 60 days beginning on the date of suspension, the FME advises the HARM office. The HARM office publishes an AO revoking the suspension and assigning ASC 03 effective the original date of the suspension. Without FME notification by the 61st day via an AF Form 1042, the HARM office will publish an AO assigning ASC 03 effective on the original date of suspension AO. The HARM office will print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward.

3.7.2.2.3. See paragraph 3.8. for requalification.

3.7.2.3. Disenrollment from USAF Survival School. If an officer fails to meet training standards while enrolled in a USAF survival school, the survival school commander will direct the officer to meet a training review board. (This does not apply to cases when an officer is administratively withdrawn from training due to higher headquarters requirements or if the officer is medically disqualified.) If the training review board determines the officer should be disenrolled, the survival school commander will administratively disqualify the officer and direct the training base HARM office to:

3.7.2.3.1. Advise the officer's MAJCOM when the training review board begins and ends.

3.7.2.3.2. Publish an AO to assign ASC 00 effective the date disenrollment is approved by the training review board, and terminate flying incentive pay the day prior to the disqualification AO effective date.

3.7.2.3.3. Inform HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) of the action and include a copy of the disqualification AO. (See paragraph 3.8. for requalification.)

3.7.2.3.4. The HARM office will print an ARMS IDS, FHR, and IFR and file the AO and the ARMS products in member's FRF.

3.7.2.4. Conscientious Objector or Non-Combatant Status. Commanders will disqualify officers who submit requests under AFI 36-3204, direct the HARM office in writing to publish an AO to assign ASC 00 effective the date of the member's request, and terminate flying incentive pay the day prior to the disqualification AO. Notify the officer's MAJCOM and HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) by letter and include a copy of the AO. The HARM office will print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF.

3.7.2.4.1. If the commanders recommendation is to prohibit the wear of the aviation badge, commanders should consider separation action according to AFI 36-3206 with respect to the needs of the Air Force.

3.7.2.5. Personnel Reliability Program (PRP) Decertification. When a commander decertifies a rated officer from the PRP for non-medical, non-drug abuse-related reasons, and determines action under paragraph 3.7. is not appropriate, the commander must determine whether the officer should continue in non-PRP rated duties. If PRP decertified for medical reasons, including alcoholism or drug abuse, paragraph 3.7.1.5. and/or paragraph 3.7.1.6. apply. Otherwise:

3.7.2.5.1. When imposing PRP decertification, the commander notifies the member in writing and directs the HARM office in writing to publish an AO to assign ASC 04 effective the date of the letter (unless otherwise specified), and terminate flying incentive pay the day prior to the suspension AO effective date. Use Attachment 5 as a guideline for notification that the commander will be determining the officer's future as a rated asset.

3.7.2.5.2. Once notified, the officer has 14 days to submit documents in his or her behalf.

3.7.2.5.3. Using the information that formed the basis for decertification, along with any other information and the officer's response, the commander determines whether the officer should be disqualified, or remain qualified for aviation service in non-PRP rated duty.

3.7.2.5.3.1. If the commander determines the officer should remain qualified in non-PRP rated duties, the commander notifies the HARM office in writing to publish an AO to revoke ASC 04, start pay (if otherwise qualified), and return the officer to flying duties. Inform the MAJCOM through command channels.

3.7.2.5.3.2. If the commander determines the officer should be disqualified, commander forwards the disqualification package (recommendation) through channels to the MAJCOM/DO for a final decision. Each command level reviews the case, provides comments, and makes a recommendation to the next higher level. If the MAJCOM/DO determines the officer should remain qualified, direct the HARM office to revoke ASC 04, start the member's flying incentive pay (if otherwise qualified), and return the officer to flying duties. If the MAJCOM/DO approves the disqualification recommendation, forward all documentation and a copy of the suspension AO to HQ AFPC/DPAOY, and request publication of a DAF AO assigning ASC 00 effective the date of the original suspension. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward.

3.7.2.6. Returning to Active Duty or the ARC in a Non-rated Capacity. Rated officers who volunteer to return to active duty or the ARC as non-rated officers, are not entitled to have their AOs revalidated or requalified, and are not entitled to ACIP. This applies to officers returning from sep-

aration status, those transferring from the ARC to active duty, or those transferring to the ARC from active duty. HQ AFPC/DPAOY will publish a DAF AO assigning ASC 00 effective the day the officer is assigned to active duty or the ARC in the non-rated capacity. These officers may be requalified at a later date. HQ AFPC/DPAOY or HQ ARPC will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, and file the AO and IDS in the member's FRF.

Table 3.1. Permanent Disqualification (DQ) for Aviation Service.

DQ Action	Initiated By	Suspend (ASC 04)	DQ Approval Authority	Staffing Process	DQ AO Published By
Flying Evaluation Board (ASC 05)	WG/CC	YES (Note 1)	MAJCOM/CC (Note 2)	WG NAF MAJCOM AFPC	AFPC/DPAOY
Voluntary Request in Lieu of FEB (ASC 05)	WG/CC	YES (Note 1)	MAJCOM/CC (Note 2)	WG NAF MAJCOM AFPC	AFPC/DPAOY
Voluntary (ASC 08)	Member	YES (Note 3)	MAJCOM/DO	WG NAF MAJCOM	HARM
Fear of Flying (ASC 03)	WG/CC	YES (Note 4)	FME	WG	HARM
Fear of Flying (ASC 01)	WG/CC	YES (Note 4)	MAJCOM/DO	WG NAF MAJCOM AFPC	AFPC/DPAOY
Fear of Flying (ASC 06)	SQ/CC	NO	WG/CC	WG	HARM (Note 5)
Transfer to Other-Than-Line of AF (ASC 08)	Member	NO	PROCURING AGENCY	WG NAF MAJCOM AFPC	AFPC/DPAOY

DQ Action	Initiated By	Suspend (ASC 04)	DQ Approval Authority	Staffing Process	DQ AO Published By
Substantiated Drug Abuse (ASC 00)	WG/CC	YES	MAJCOM/DO	WG NAF MAJCOM AFPC	APFC/DPAOY
Failure to Maintain Professional Standards (ASC 00)	WG/CC	YES	MAJCOM/DO	WG NAF MAJCOM AFPC	APFC/DPAOY

NOTES:

1. The effective date of suspension will be the date the FEB respondent is notified in writing by the convening authority (normally WG/CC).
2. The MAJCOM/CC is the final approving authority on FEB actions including VILO requests. If the MAJCOM/CC approves the disqualification recommendation, the MAJCOM/DO will request AFPC/DPAOY publish the AO.
3. Suspend effective the date of the member's written request.
4. Suspend effective the date member declines to withdraw fear of flying statement.
5. The effective date will be the date member is withdrawn from the undergraduate flying course.

3.8. Aviation Service Requalification. Rated officers may request to be requalified for aviation service by submitting a letter in accordance with [Attachment 6](#). If the officer has been disqualified, for other than medical reasons, for five years or more, he or she must appear before an FEB. The officer must show the impediment that caused disqualification no longer exists. There is no USAF obligation to requalify officers for aviation service. Base approval on needs of the Air Force. Make a copy of all requalification correspondence for inclusion as a permanent part of the officer's Master Personnel Record.

3.8.1. Medical Disqualification (paragraph [3.7.2.1.](#)). When an officer is disqualified for medical reasons, and later is medically certified for flying duty, the following apply:

3.8.1.1. If the duration of medical disqualification was less than one year, the local medical authority certifies medical fitness. Requalification is immediate and an application is not required. On receipt of AF Form 1042, the HARM forwards a copy of the medical disqualification AO, medical requalification AF Form 1042, and aviation service computation sheet to HQ AFPC DPAOY or HQ ARPC/DPAF (ARC members) to request an ASD adjustment for the period of disqualification. Upon receipt of the ASD adjustment letter from HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) the HARM validates the ASD correction in ARMS. The HARM office then publishes the requalification AO reflecting the new ASD using the effective the date indicated on the AF Form 1042, and starts flying incentive pay (if otherwise qualified).

3.8.1.2. If the duration of medical disqualification was for one year or longer, but less than five years, HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) must certify the officer is medically acceptable for flying duty. After HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) approves medical qualification, the local medical authority forwards recertification documentation to the officer's HARM office. Upon receipt of AF Form 1042, the HARM forwards a copy of the medical disqual AO, medical requalification AF Form 1042, and aviation service worksheet to HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) to request an ASD adjustment for the period of disqualification. Upon receipt of the ASD adjustment letter from HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) the HARM validates the ASD correction in ARMS. The HARM office then publishes the requalification AO reflecting the new ASD using the effective the date HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) approves medical requalification as indicated on the AF Form 1042, and starts flying incentive pay (if otherwise qualified).

3.8.1.3. If the duration of medical disqualification was five years or longer, HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) must certify medical acceptability for flying duty. After HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) approves the medical certification, the officer submits an application for requalification ([Attachment 6](#) or [Attachment 7](#)). Forward the application and medical certification to HQ AFPC/DPAOY to publish a DAF AO. HQ AFPC/DPAOY will publish a DAF AO effective the date the member is assigned to aviation duty. HQ AFPC/DPAOY will forward a copy of the requalification DAF AO and application with aviation service worksheet for ARC members to HQ ARPC/DPAF (ARC members) to adjust the member's ASD and a copy of the DAF AO to the individual's HARM office. Once HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) adjust the member's ASD, they will forward the ASD adjustment letter to the member's HARM. Upon receipt, the HARM office will validate the adjusted ASD in ARMS, and update the DAF AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. HARM office will start pay on the effective date of the AO (if otherwise qualified).

3.8.1.4. An officer who has been medically disqualified as a rated officer, but can medically qualify as a nonrated officer aircrew member, may request requalification for aviation service. The request must specify requalification is to perform as a non-rated officer aircrew member. IAW [Attachment 6](#), process a requalification for aviation service request through channels to the MAJCOM. Refer to [Chapter 6](#).

3.8.2. Failure to Maintain Medical Certification (paragraph [3.7.2.2.](#)). An officer suspended for lack of medical certification must accomplish the physical examination as soon as possible.

3.8.2.1. If an officer is recertified before the first day following a period of 60 days that commences with the loss of medical certification, the HARM office publishes an AO to revoke the suspension, restore the previous ASC and effective date, and starts flying incentive pay (if otherwise qualified).

3.8.2.2. If recertification occurs on the 61st day or later following loss of medical certification, flying incentive pay is lost from the effective date of suspension up to the recertification date. The HARM office will publish an AO assigning an active ASC effective the date of recertification, and start the member's pay effective the date of recertification (if otherwise qualified). The AO assigning ASC 04 will not be revoked. It will remain a permanent part of the member's FRF.

3.8.3. Disenrollment from USAF Survival School (paragraph 3.7.2.3.). If disqualified for aviation service as a result of a training review board, requalify the officer for aviation service once he or she successfully completes USAF survival training. The officer's HARM office publishes the requalification AO effective the class graduation date, and starts flying incentive pay (if otherwise qualified). Forward a copy of the AO to HQ AFPC/DPAOY, Randolph AFB TX 78150-4734 or HQ ARPC/DPAF (ARC members).

3.8.4. Conscientious Objector Status or Non-combatant Status (paragraph 3.7.2.4.). If a request under AFI 36-3204 is denied or withdrawn, the officer may apply for requalification. Forward the request through channels to the MAJCOM. If approved, forward the package to HQ AFPC/DPAOY to publish a DAF AO requalifying the officer. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, start flying incentive pay (if otherwise qualified), print an ARMS IDS, and file the AO and IDS in the member's FRF.

3.8.5. PRP Decertification (paragraph 3.7.2.5.). For an officer PRP decertified for medical reasons, the USAF may requalify the officer for aviation service when the appropriate medical authorities determine the medical problem is resolved. IAW AFI 36-2104, remove the PRP decertification before the officer returns to PRP duties. When the cause for disqualification is other than medical, forward the requalification request to the MAJCOM/DO for approval. If approved, the MAJCOM/DO notifies HQ AFPC/DPAOY to publish the requalifying DAF AO effective the date the officer is assigned to rated duties. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, start flying incentive pay (if otherwise qualified), print an ARMS IDS, and file the AO and IDS in the member's FRF.

3.8.6. Pilot-Physician Status. A flight surgeon that possesses an additional rating of USAF pilot may be authorized pilot-physician status and requalify for aviation service as a pilot. The officer submits a request for approval through MAJCOM medical channels to HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03), 110 Luke Avenue, Suite 405, Bolling AFB DC 20332-7050. HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) submits a request for final approval through HQ USAF/SG to HQ USAF/XO. If approved, HQ AFPC/DPAOY publishes a DAF AO effective the date the officer reports for rated duty as a pilot-physician. HQ AFPC/DPAOY will forward a copy of the DAF AO to the individual's HARM office. The HARM office will update the AO in ARMS, start flying incentive pay (if otherwise qualified), print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF.

3.8.7. Failure to Transfer to Other Than the Line of the Air Force (paragraph 3.7.1.4.). An officer who was voluntarily disqualified IAW paragraph 3.7.1.4. may be requalified if he or she does not complete the education program. Request requalification according to Attachment 6. Forward the request to MAJCOM/DO. MAJCOM/DO makes a recommendation to HQ AFPC/DPAOY, Randolph AFB TX 78150-4734. If approved, HQAFPC /DPAOY publishes a DAF AO effective the date the officer reports to an authorized UMD rated duty position. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, start flying incentive pay (if otherwise qualified), print an ARMS IDS, FHR, and IFR, and file the AO and ARMS products in member's FRF.

3.8.8. Returning to Active Duty in a Non-rated capacity. Rated officers who return to active duty as non-rated officers after a period of separation may request requalification for aviation service. **Approve requalification only if a rated position exists and the officer is available to fill the vacancy.** Forward requests through MAJCOM channels to HQ AFPC/DPAOY for final decision. If

approved, HQ AFPC/DPAOY will publish a DAF AO requalifying the officer effective the date the officer is assigned to rated duty. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, start flying incentive pay (if otherwise qualified), print an ARMS IDS, FHR, and IFR, and file the AO and ARMS products in member's FRF.

Table 3.2. Non-Permanent Disqualification (DQ) for Aviation Service.

DQ Action	Initiated By	Suspend (ASC 04)	DQ Approval Authority	Staffing Process	DQ AO Published By
Disenrollment from USAF Survival School (ASC 00)	SQ/CC (Note 4)	NO	SQ/CC	WG	HARM (Note 5)
Conscientious Objector or Non-Combatant Status (ASC 00)	WG/CC	NO	WG/CC	WG (Note 6)	HARM
Personnel Reliability Program (PRP) Decertification (ASC 00)	WG/CC	YES	MAJCOM/DO	WG NAF/A3 MAJCOM	AFPC/DPAOY
ARC rated officer assigned to non-rated duties (ASC 02)	WG/CC	NO	WG/CC	WG	HARM (Note 7)
Failure to Maintain Medical Fitness (ASC 03)	FME	NO	FME	WG	HARM (Note 1)
Failure to Maintain Medical Certification or other suspension action (ASC 04)	HARM	YES (Note 2)	HARM (Note 3)	WG	HARM

NOTES:

1. The effective date of medical disqualification is the first day following 365 days from the date of DNIF **OR** the date the FME determines member is medically disqualified (whichever is earlier) on the AF Form 1042.
2. Effective date of suspension for failure to obtain medical certification is the day after date medical certification expired. The suspension AO must be published NLT 5 duty days following certification expiration. Other suspension actions are effective the date commander suspends the member, pending outcome of permanent disqualification action.
3. Refer to para. [3.7.2.2.1](#) if the member does not complete the required physical examination.
4. Notify the member's MAJCOM IAW para [3.7.2.3.1](#).

5. Provide an info copy with AO to HQ AFPC/DPAOY.
6. Notify the member's MAJCOM and HQ AFPC/DPAOY by letter (include AO).
7. The effective date of disqualification will be the first day following a period of 24 months after the Non-EAD ARC officer is assigned to the non-rated position.

3.9. Aviation Service Termination or Disqualification For Officers Enrolled in UFT. Officers enrolled in UFT are in conditional aviation career status. Entry into aviation career status is voided if disenrolled from UFT.

3.9.1. Commanders may direct HARM offices to process an AO assigning ASC 04 pending final disqualification action for pending permanent and non-permanent disqualification actions.

3.9.1.1. If non-rated officers enrolled in UFT are disqualified for aviation service under the provisions of paragraph **3.7.1.**, the commander directs the HARM office in writing to publish an AO to revoke the suspension and assign ASC 06 (Disqualified-flying requirement terminated) effective the date of suspension. The AO will reference withdrawal and disenrollment from the specific course, and cite the authority, and reason, for disenrollment (in remarks of AO). Officers disqualified in this manner may not enter another flying training course.

3.9.1.2. Non-rated officers enrolled in UFT are rated trainees in conditional aviation career status. When training for these officers is terminated under para **3.7.2.1.**, assign ASC 06, effective the 181st day of DNIF (if not previously disqualified by FME or the training unit). Flight pay is terminated the day prior to effective date of ASC 06. The HARM office must specify the reason for disqualification in the remarks of the AO. Officers disqualified in this manner may be considered for entry into another flying training course.

3.9.1.3. Rated officers disenrolled from UFT usually remain qualified for aviation service in their former rated specialty. The HARM office publishes a new AO referencing withdrawal, disenrollment, and requalification in the officer's former rated specialty.

3.10. Aviation Service for Rated Officers in the ARC or Rated Officers Recalled/Returning to Active duty.

3.10.1. Inactive Aviation Service Status. When an active duty or ARC rated officer is released from his or her respective service, the officer's aviation service status terminates, AOs (including rating) become invalid, and entitlement to ACIP ceases. The losing HARM office publishes an AO assigning FSC P--Inactive-separated, effective the DOS, or FSC R—Inactive-retired, effective the date of retirement. Termination of aviation service status for separation does not require withdrawal of rated AFSCs.

NOTE: Before July 2002, FSC "P" orders were processed one day after the DOS IAW governing directives. These orders remain valid.

3.10.1.1. The HARM office must evaluate the separating or retiring member's flying hours or qualification to determine when ACIP is terminated. Normally flight pay is terminated the day prior to a separation/retirement AO; however, if the member's flight physical expires or flying hours run (conditional flyers) out prior to separation/retirement date, ACIP must terminate the last date of qualification (if otherwise qualified).

3.10.1.2. For an aircrew member with a conditional entitlement status code, terminate pay the last day the member met requirements for pay entitlement. For example: Captain Scott's retirement date is 15 Dec 02. He notifies the HARM he will begin terminal leave 18 Oct 02. He is a conditional flyer (over 25 years of aviation service) and accumulated four hours of banked excess time as of 30 Sep 02 (his last flight). The HARM would process an AO assigning FSC R effective 15 Dec 02 (retirement date) and stop ACIP effective 31 Oct 02 (excess hours from Sep satisfied Oct hourly requirement).

3.10.1.3. For an aircrew member whose flight physical expires prior to their retirement or separation, the HARM must process an AO assigning ASC 04. For example: Captain Fox has a date of separation of 15 Dec 2002 and notifies the HARM he will begin terminal leave 1 Nov 2002. His flight physical expired 30 Nov 2002. The HARM will process an AO assigning ASC 04 effective 1 Dec 2002 and stop ACIP effective 30 Nov 02. In the AO remarks section, the HARM must specify the member is scheduled for separation or retirement and include the effective date of separation or retirement.

NOTE: Before June 1981, some officers were administratively disqualified due to "flying duties no longer required," and assigned ASC 00. Officers who later apply for rated duties in the ARC or who are recalled to active duty must have their AOs revalidated or be requalified for aviation service (if disqualified and placed in ASC 00). Once hired to perform rated duties, if ARC officers return to inactive non-rated duties after participating in rated duties, repeat this process before they return to active rated duties (this includes ASC 02 suspensions for ARC officers assigned to perform non-rated duties).

3.10.2. Revalidation or Requalification Process. The difference between revalidation and requalification actions is administrative. For example, an officer issued a disqualification (or suspension) order and placed in ASC 00 must be requalified for aviation service. An officer not issued a disqualification AO after separation must have his or her AOs revalidated, including rating, when hired to a rated API (1, 2, 3, 4, 5, 6, 7, 8, or 9) coded position. The process is the same in either case and **includes** application in accordance with [Attachment 7](#), medical and professional qualification, and assignment to a vacant rated duty position. The following conditions apply:

3.10.2.1. Active duty qualified rated officers who apply for ARC **rated** positions, or ARC qualified rated officers assigned to **rated** UMD positions who apply to an active duty **rated** position within 90 days of separation, do not need to submit a revalidation request. For all others, if aviation service status has been inactive (FSC P) for less than five years, the NGB, AFRC, or the Air Reserve Personnel Center (ARPC), or AFPC as appropriate, must approve revalidation or requalification.

NOTE: If a member separates from active duty (or ARC) one day and is hired to a rated job in the ARC (or active duty) the next day, ensure the AO returning the member from separated status is effective one day after the separation AO (one day after DOS), see [para 3.10.1](#).

3.10.2.1.1. If the officer is returning to active duty, the gaining MAJCOM/DO must approve the revalidation or requalification request and forward a copy of the approval to HQ AFPC/DPAOY. A separated (including recalled retired aviators) member must first apply for requalification or revalidation of their AOs to HQ AFPC/DPAOY. After receipt of a member's application, HQ AFPC/DPAOY reviews the officer's personnel and flying records for qualification. The member must be medically qualified for flying duty. HQ AFPC/DPAOY then forwards the request and a recommendation through the MAJCOM considering the member for hire to

a vacant rated API (1, 2, 3, 4, 5, 6, 7, 8, or 9) coded position. Each review level makes a recommendation before forwarding the request to the next higher level. If MAJCOM/DO approves, the MAJCOM/DO requests HQ AFPC/DPAOY publish a DAF AO to revalidate or requalify the officer for aviation service effective the date of return to rated duty, and adjust the member's ASD by the break in service. HQ AFPC/DPAOY will then forward a copy of the DAF AO and application to HQ ARPC/DPAF (ARC members) and to the individual's HARM office (active duty). Once HQ ARPC/DPAF adjusts ARC member's ASD, they notify their respective HARM. The member's HARM office will then initiate the member's AO, adjust member's ASCs in ARMS (if applicable), start flying incentive pay (if otherwise qualified), print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF.

NOTE: HARMs are not authorized to process AOs to initiate aviation service until receipt of the CSAF AO and validation that the ASD has been adjusted in the MilPDS and ARMS databases.

3.10.2.2. If an officer's aviation service status has been inactive (FSC P) for five years or more at the time the request letter is submitted, approve revalidation or requalification via FEB action. (EXCEPTION: For flight surgeons, HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) revalidates the AO.) Again, the MAJCOM/DO must ensure the member is qualified and being considered for hire to a vacant rated billet. If approved, forward the documentation to HQ AFPC/DPAOY to publish the appropriate AO. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office.

3.10.2.3. Only the CSAF can approve revalidation of an AO pertaining to a retired officer recalled to active duty. This does not apply to members in temporary disability retirement status. Once a retired aviator is approved for return to active duty as a rated asset, HQ AFPC/DPAOY publishes the revalidation AO.

3.10.3. Rated Positions in the ARC. An ARC officer may be requalified for aviation service or have AOs revalidated only if the officer is medically qualified and is assigned to non-EAD **rated** duties in the Air National Guard or USAF Reserve (Category A or B assignment status). Rated duties include all rated AFSCs with rated API (1, 2, 3, 4, 5, 6, 7, 8, and 9) codes.

3.10.3.1. Returning to ARC in a Non-rated Capacity. Rated officers who volunteer to return to ARC duty as non-rated officers are not entitled to revalidation/requalification AOs or ACIP. See para 3.7.2.6.

3.10.3.2. Rated officers returned to ARC non-EAD rated UMD positions and later assigned to API 0 positions (does not include AGR). Rated officers hired to ARC non-EAD rated API (1, 2, 3, 4, 5, 6, 7, 8, and 9) coded positions, who are later assigned to an API 0 nonrated position maintain competent AOs and ACIP for a period of no more than 24 months, provided the member remains medically qualified and has met flying gate requirements IAW the DoDFMR 7000-14R.

NOTE: When considering ARC officers for hire, assignment to a rated position solely for the purpose of initiating AO/flight pay and then transferring the member to a nonrated billet is strictly prohibited.

3.10.3.2.1. HARM offices will monitor the member's MilPDS interface data for the change from a rated API to the non-rated API 0 and enter the effective date of the API 0 change in the ARMS database.

3.10.3.2.2. HARMs must publish an AO to assign ASC 02, effective one day after the 24-month termination date, to ARC rated officers who continue non-rated API 0 duties past 24 months. After three years in ASC 02 status, HQ ARPC will process and AO to assign ASC 00.

For example: Captain Freeman was an active pilot in the ARC and then transferred to an API-0 UMD coded position on 18 Jan 00.

The HARM office enters the API 0 effective date in ARMS, and publishes an AO changing Captain Freeman's FSC from A to J, effective 18 Jan 00.

If Captain Freeman remains in the API 0 position for more than 24 months, the HARM must publish an AO changing Captain Freeman's ASC to 02 effective 18 Jan 02, and terminating flight incentive pay (if receiving ACIP) the day prior to the suspension.

If Captain Freeman remains in this status for three years, HQ ARPC will publish an AO changing Captain Freeman's ASC from 02 to 00 effective 18 Jan 05.

3.11. Miscellaneous Career Aviation Service Data.

3.11.1. Computation of Aviation Service. Rated officers and undergraduate (rated trainee) flying training students are assigned an ASD. A rated ASD is the date of entry into a rated aviation career. It is used to determine ACIP during the first six years of aviation service, establish the 12th, 18th, and 22nd year aviation service anniversaries (gates), and to compute the termination date of continuous ACIP entitlement at the end of the 12th, 18th, 22nd, or 25th year of aviation service.

NOTE: Effective 17 Oct 98, and IAW the NDAA of FY99, the ASD is used to determine the 22nd and 25th year points for ACIP entitlement. Previously, the OSD was used to determine the 22nd and 25th year points for ACIP entitlement. Since the OSD was adjusted for breaks in military service, returning members' 22nd and 25th-year entitlement termination dates were adjusted accordingly, and the member did not lose years of entitlement eligibility due to the break in service. Since Public Law prohibited adjustments to an ASD while the member's rating remained in effect, however, the change to ASD for calculating 22nd and 25th year points for ACIP entitlement meant that most members who had a break in service lost the corresponding number of years for ACIP entitlement eligibility. To remedy this problem, SECAF approved a change in Air Force policy to terminate an aeronautical rating during breaks in service. This change allows adjustments to the ASD for breaks in military service or periods of non-permanent (ASC 02/03) disqualification. Breaks in service or periods of non-permanent disqualification at any point in a rated aircrew member's aviation career may qualify the member for an ASD adjustment. The earliest effective date for ASC changes and flying incentive pay adjustments affecting pilots, navigators, observers, and flight surgeons, however, is 17 Oct 98 (the effective date of the NDAA of FY99). The earliest effective date for ASC changes and flying incentive pay adjustments for ABMs is 1 Oct 99 (date ABM became a rated specialty). All ASC and flying incentive pay actions effective prior to these dates for the respective specialties were IAW governing directives at that time. Exception: Members who separate military service with an expired physical (ASC 04) who request requalification or revalidation of their AOs may also apply for an adjustment of their ASD for the period they were out of the service in this status.

3.11.1.1. Criteria for determining ASD. Officers aviation service begins when they are in training leading for award of their basic rating. They must be qualified for aviation service prior to the AOs authorizing aviation service to be initiated. An ASD, initial AO effective date, or ACIP entitlement will not be prior to the member being qualified for aviation service.

3.11.1.1.1. Officers enrolled in UFT (UPT, UPT-H, SUNT, or NASA Mission Specialist Training) enter an aviation career on the class starting date (if otherwise qualified) in the program flying training (PFT) document. **Exception:** For officers who are not medically qualified, their ASD cannot be established prior to being medically certified for flying duty. For example: Lieutenant Branch's class start date was 28 Dec 00 and he was medically certified for flying 3 Jan 01. His ASD will be 3 Jan 01. The following criteria apply:

For officers who are not medically qualified, their ASD cannot begin until medically certified for flying duty. For example: Captain Oswald's class start date was 15 Dec 00 and he was medically certified for flying 20 Dec 00. His ASD will be 20 Dec 00. The following criteria apply:

3.11.1.1.2. ABMs enrolled in Joint STARS or AWACS Weapons Training enter an aviation career on the class starting date in the PFT document. For officers who are not medically qualified, their ASD cannot begin until medically certified for flying duty.

3.11.1.1.2.1. ABMs in authorized 13BXX positions (on or after 1 Oct 99) who attended a graduate level UFT course at one of the following Formal Training Units (FTU): Tinker AFB (AWACS), Geilenkirchen AB (NATO AWACS), Keesler AFB or Davis-Monthan AFB (ABCCC), or Robins AFB (Joint STARS), are considered to have entered aviation service on the effective date of their initial AO authorizing ABM duties. HARMs must use the initial AO authorizing ABM duties to establish the ASD. For some ABMs this may be an AO with a 9D or 9W aviation service code (including initial ABM flying training at Homestead AFB). Do not include other nonrated (non-ABM) or non-crew duties to establish an ASD. For example: Major Williams was on AOs, with an ASC 9D to perform in-flight test engineer duties. These duties will not be used to establish Major Williams ASD.

3.11.1.1.2.2. ABMs that enter aviation service and attend UFT after 1 Oct 99, and are awarded the ABM rating upon graduation, are authorized to use flying hours and OFDA accumulated from that day forward towards advanced ABM ratings.

3.11.1.1.3. Medical officers enter an aviation career on the date of graduation from the Aerospace Medicine Primary Course (Course 5BY9351) or equivalent training. Medical students, who attend this course before appointment as a medical officer, must have an unrestricted medical license before award of the 48XX AFSC and the basic flight surgeon aeronautical rating.

3.11.1.1.3.1. HARM offices will use the Aerospace Medicine Course certificate to award the basic rating and establish an ASD for medical officers who complete the course as qualified medical officers (licensed physicians). HARM offices will use the effective date of the medical license for award of the basic rating and establishing an ASD for officers who attended the course as medical students prior to completing post graduate training and obtaining an unrestricted physician's license.

3.11.1.1.3.2. Once established, a flight surgeon's ASD remains unadjusted except for breaks in military service or temporary disqualification (ASC 02/03), or a change from conditional to a continuous entitlement status. Flight surgeons with an established ASD who apply for pilot, navigator, or ABM formal training, will have their ASDs adjusted to the formal UFT class start date. This ensures the officer is provided an opportunity to accu-

multate and meet required OFDA gate requirements, within the same guidelines as other rated officers in continuous flying status.

3.11.1.1.4. Rated officers recalled to active duty and those transferred in a rated capacity to the USAF from other services are considered to have started an aviation career upon entry into training that resulted in award of their initial aeronautical rating or designation. The following criteria apply:

3.11.1.1.4.1. Only initial training provided by the US Armed Forces is creditable in establishing the ASD. For example, international officers transferred to the US Air Force, even if originally trained by the US Air Force, are assigned a rated ASD corresponding to the date the USAF rating is awarded by aeronautical rating board (ARB) action.

3.11.1.1.5. For dual rated officers, the initial UFT training AO effective date that resulted in the first aeronautical rating establishes the *rated* ASD.

3.11.1.1.6. Officer preflight training or CEA duty is not creditable in establishing the rated ASD. For officers who receive preflight training or were CEAs, the rated ASD is the UFT class start date.

3.11.1.1.7. The rated ASD remains unchanged for officers who are temporarily disenrolled from UFT and subsequently reenter a succeeding class (for the same rating) to continue training toward award of a rating.

3.11.1.1.8. For officers who are permanently disenrolled from UFT, but later reenter training after an intervening period, the rated ASD is the reentry date backdated by the initial period of training. For example, Lieutenant Townsend begins UFT on 5 Sep 93, establishing an ASD. He is eliminated from training after 135 days and is assigned ASC 06 effective 18 Jan 94. He later qualifies for reentry into UFT (or SUNT) with a class start date of 27 Dec 94. His new rated ASD is 14 Aug 94 (27 Dec 94 minus the original 135 days in training). HQ AFPC/DPAOY adjusts the new rated ASD in the Military Personnel Data System (MilPDS), which will interface to ARMS. HARM offices will then make manual adjustments on the AF Form 142 and OFDA accumulates from the new (adjusted) rated ASD forward.

3.11.1.1.9. The rated ASD for officers with previous US military rated or designated service (as a commissioned officer) is the date the individual started flying training leading to the previous rating or designation. For prior Army warrant officers, the rated ASD is the date the individual received his or her warrant officer commission or the flying training class entry date, whichever occurred last.

3.11.1.1.10. Once established, do not change a rated ASD, except for periods the rating is invalid. Do not adjust it by aviation service suspension/disqualification, CEA duty, or any other condition of service. Exception: Effective 1 Aug 02, the CSAF approved automatic adjustment of the ASD for breaks in service (FSC P or R) and non-permanent disqualifications (ASCs 02 or 03). Officers who had a break in service prior to 1 Aug 02 and wish to have the ASD adjusted, must apply for an adjustment to HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members). Process requests IAW [Attachment 39](#).

3.11.1.2. Criteria for determining OSD. AFI 36-2604 lists criteria for determining commissioned years of service.

3.11.1.3. Documentation. An officer's rated ASD and OSD are initially documented in an AO.

3.11.1.3.1. For UFT students, the school secretary provides the class start date (normally the ASD see para 3.11.1.1.) to the HARM office. The MPF provides the OSD. HQ AFPC/DPAOY may correct ASDs and OSDs in MilPDS if improperly entered for UFT students in ASC 1U and forward a letter to the HARM office (if necessary) for filing in the FRF. MilPDS should interface the corrected dates to ARMS.

3.11.1.3.2. For flight surgeons, USAFSAM will determine the ASD based on graduation from Course 50BY9351. HQ AFPC/DPAOY will provide the OSD on request from USAFSAM.

3.11.1.3.3. If known, include the ASD and OSD for recalled officers and inter-service transfers in the DAF SO.

3.11.1.3.4. After AOs are published, only HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) may adjust an active duty officer's ASD and OSD. HQ ARPC/DPAF will make ASD and OSD adjustments for ARC personnel. Aircrew members may process a request for an ASD adjustment for reasons listed below IAW Attachment 39. Once HQ AFPC/DPAOY processes requalification AOs, they will forward a copy of the DAF AO and application to HQ ARPC/DPAF to adjust the member's ASD (if applicable). HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) will forward a copy of the ASD/OSD adjustment letter to the individual's HARM office. The HARM office will permanently file a copy of this letter in the member's FRF and process AOs (if applicable).

3.11.1.3.4.1. The FY 99 NDAA established the ASD as the date to use when calculating the 22nd and 25th-year points of aviation service. Effective 1 Aug 02, the CSAF authorized adjustments in ASD for breaks in service/retired (inactive separated/retired-FSC P/R) and temporary suspension/non-permanent disqualifications (ASC 02 and 03), retroactive to 17 Oct 98 (1 Oct 99 for ABMs), or date returned to rated duty (whichever is later). HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) will adjust rated officer ASDs for those members that return to military service after 1 August 02 (no application is required). HARMs must send a request to HQ AFPC/DPAOY or HQ ARPC/DPAF adjust the member's ASD and forward a copy of the member's aviation service worksheet. Officers that returned to military service before 1 Aug 02 may apply for an adjustment, if desired.

3.11.2. Adjustment of rated ASD and computation of pay entitlement.

3.11.2.1. Once a rated ASD is adjusted by HQ AFPC/DPAOY (HQ ARPC/DPAF for ARC members) and the new date is updated in MilPDS, Defense Finance Accounting System, and ARMS, the HARM office may be required to revoke an original AO published on or after 17 Oct 98 (1 Oct 99 for ABMs) if the adjustment invalidates the effective date of the original AO.

For example: Col Jones is a pilot with an original ASD of 15 Apr 75. Her ASD changed from 3J to 7J effective 15 Apr 00 (25 years from original ASD). IAW the CSAF's ASD adjustment policy, she requested an ASD adjustment for a period of separation from 20 Jul 83 – 19 Jul 85. She submitted a letter to HQ AFPC and the HARM office received the new ASD of 15 Apr 77 (original ASD plus time separated). Since the original AO that assigned ASC 7J was effective after 17 Oct 98, the HARM office would:

Revoke the original AO that assigned ASC 7J. Since this AO was processed after 17 Oct 98, and the member's ASD adjustment invalidated this AO's effective date, it must be revoked.

Next, the HARM office would amend the termination date of the AO that originally assigned ASC 3J to 14 Apr 02 (25 years from adjusted ASD).

Finally, the HARM office would process a new AO assigning ASC 7J effective 15 Apr 02.

3.11.2.1.1. For AOs published before 17 Oct 98 (1 Oct 99 for ABMs), with a termination date after 17 Oct 98 (1 Oct 99 for ABMs), HARM offices may be required to amend the termination date if the ASD adjustment invalidates the original termination date. For example: Lt Col Stewart is a navigator with an original ASD of 15 Mar 85. His ASC changed from 1A to 2A effective 15 Mar 97, with a termination date of 14 Mar 03 (18-year gate). IAW the CSAF's ASD adjustment policy, Lt Col Stewart requested an ASD adjustment for a period of medical disqualification from 10 Oct 89 – 10 May 91. He submitted a letter to HQ AFPC and the HARM office received the new ASD of 15 Oct 86 (original ASD plus time separated). The HARM office would amend the termination date of the AO that assigned ASC 2A to 14 Oct 04 (new 18-year gate). Since this AO was processed prior to 17 Oct 98, the effective date remains valid.

3.11.2.2. Once a rated ASD is adjusted by HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) and the new date is in ARMS and the finance system, the HARM office must process a Military Pay Order (MPO) to adjust a member's rate of pay. HARM office will stop member's ACIP effective 16 Oct 98 (30 Sep 99 for ABMs) or date member returned to military service (whichever is later) and then start the member's ACIP using the day after the pay stop date on the same MPO. HARMs will list the new ASD in the remarks of the MPO.

3.11.2.2.1. A pay adjustment is required to adjust a member's rate of pay based on the member's request to adjust years of aviation service. Regardless of the date the member submitted the request, the "stop pay" date will be 16 Oct 98 (30 Sep 99 for ABMs), or the date member returned to aviation service, whichever is later.

3.11.2.3. For those members whose pay terminated on or after 17 Oct 98 (1 Oct 99 for ABMs) based on 22/25 years of aviation service, and the ASD adjustment changes the member's status from conditional to continuous pay, then providing the member was otherwise qualified, the HARM office will start ACIP.

3.11.2.3.1. Members are not entitled to ACIP during a period medical certification was not maintained. For example, Col Gahagan's AOs and ACIP terminated when her ASC changed from 3J to 7J on 15 Nov 00, her 25th anniversary of aviation service. Col Gahagan's flight physical expired 30 Nov 00, the end of her birth month. IAW the CSAF's ASD adjustment policy, Colonel Gahagan requested an ASD adjustment for a break in service from 1 Jan 86 through 31 Dec 87. She submitted a letter to HQ AFPC and the HARM office received the new ASD of 15 Nov 77 (original ASD plus time separated). She completed a flight physical on 16 April 02. The HARM office would:

Revoke the ASC 7J order.

Amend the termination date of the AO that assigned ASC 3J to 30 Nov 00.

Process a subsequent AO assigning ASC 04 effective 1 Dec 00 through 15 Apr 02 (period there was no medical certification).

Finally, process an AO assigning ASC 3J, effective 16 April 02 with a termination date of 14 Nov 02 (25 years from adjusted ASD). Pay is not authorized for the period of suspension. The AO that assigned ASC 04 remains a permanent part of the aviation history.

Chapter 4

THE FLYING EVALUATION BOARD

4.1. Purpose of Chapter. This chapter establishes procedures for convening, conducting, and processing a FEB.

4.2. Applicable to Whom. FEBs are applicable to rated officers only. A rated officer has an obligation to maintain certain professional standards. Accordingly, qualification for aviation service is subject to review when an officer's rated duty performance becomes suspect.

4.3. When to convene an FEB and order an Officer before a Board. Convene an FEB under any of the following conditions:

4.3.1. Extended Aviation Service Suspension or Disqualification. A rated officer who has been disqualified from aviation service for more than five years (at the time of submission for requalification), or whose aviation service has been invalid for more than five years, appears before an FEB for requalification or revalidation.

EXCEPTION: For extended medical disqualification, see paragraph 3.8.

4.3.1.1. Submit revalidation or requalification requests to the HARM office and immediate commander (EAD officers, use the format in [Attachment 6](#); non-EAD officers, [Attachment 7](#)). Forward the request with the commander's recommendation to the convening authority.

4.3.1.2. Before approving a request, consider the officer's grade, rated experience, availability for assignment to rated duties, requalification training, retainability and needs of the Air Force. If an officer's rated potential is questionable, the convening authority should deny the request. Coordinate active-duty rated requirements and assignment availability with HQ AFPC/DPAOY.

4.3.2. Lack of Proficiency. Cause exists to convene an FEB when an officer shows a lack of rated proficiency. This may include a lack of knowledge of flying directives or a negligent violation of flying procedures. This does not apply to officers enrolled in formal flying training programs.

4.3.3. Failure to Meet Training Standards. Failure to meet academic or flying standards while enrolled in a USAF formal flying training course requires an examination of the officer's potential for continued aviation service. Do not remove or disenroll a rated officer from a formal flying training course without MAJCOM/DO approval, and do not administratively withdraw a rated officer from a formal flying training course when the rated officer is being eliminated for failure to meet training standards. The usual method of disenrollment is FEB action under this paragraph or FEB waiver. An FEB evaluates retention in (or removal from) training and qualification for continued aviation service.

4.3.3.1. Failure to meet academic or flying standards (i.e. failure to progress) while enrolled in Initial Qualification Training (IQT)/Requalification Training (RQT), or Mission Qualification Training (MQT), requires an examination of the officer's potential for continued aviation service. Do not remove or disenroll a rated officer from an IQT, RQT, or MQT course without MAJCOM/DO approval, and do not administratively withdraw a rated officer from a formal flying training course when the rated officer is being eliminated for failure to meet training standards. The usual method of disenrollment is FEB action under this paragraph or FEB waiver. An FEB evaluates retention in (or removal from) training and qualification for continued aviation service.

NOTE: Airsickness is not cause for medical disqualification unless there is evidence of organic or psychiatric pathology. However, rated officers may meet an FEB under failure to meet training standards if airsickness interferes with flying duties and prevents completion of training. Forward aeromedical summaries of airsickness cases through medical channels to HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03), 110 Luke Avenue, Room 405, Bolling AFB DC 20332-7050. Do this before convening the FEB. The officer may offer as evidence the results of any standard or experimental treatment program designed to treat airsickness. Do not use non-participation in an experimental program as evidence of a lack of desire to fly.

4.3.4. Lack of Judgment. Cause exists to convene an FEB when an officer shows lack of judgment in performing rated duties.

4.3.5. Aircrew Requirements. Cause exists to convene an FEB when an officer fails to meet ground or flying training requirements IAW AFI 11-202 and MDS specific instructions, or annual physical examination requirements prescribed in AFIs 11-401 and 48-123.

4.3.6. Violation of Aviation Instructions and Procedures. Cause exists to convene an FEB when an officer has committed an intentional violation of aviation instructions or procedures.

4.3.7. Habits, Traits, Characteristics. Cause exists to convene an FEB when an officer exhibits habits, traits of character, or personality characteristics that make it undesirable to continue using the officer in flying duties. Primary examples include:

4.3.7.1. A suspected fear of flying.

4.3.7.2. Chronic airsickness without an organic or psychiatric pathology.

4.3.7.3. Attempts to limit rated service, such as DOR from formal training courses, requests for voluntary disqualification based on a personal desire to terminate rated duty, or requests to decline a particular assignment following formal training.

4.3.7.4. Do not administratively withdraw a rated officer from a formal flying training course when the individual is being eliminated under Habits, Traits, or Characteristics.

NOTE: Do not use any aviation service action as a substitute for administrative or disciplinary action. Incidents that involve fitness or punitive liability make a rated officer liable to the same actions as a non-rated officer. When an officer exhibits questionable professional qualities, consider initiating action outlined in paragraph 3.7.1.6. After completing action under paragraph 3.7.1.6., you may convene an FEB if the officer's potential for continued rated service is still in question.

4.4. Conducting Flying Evaluation Boards. (See Attachment 16-Attachment 25.)

4.4.1. Board Action Overview. An FEB should review and discuss, in a fair and impartial manner, all information relevant to an officer's rated and professional qualifications. The board receives exhibits and hears testimony when all required parties are present, witnesses are sworn and subject to cross-examination, and the respondent may be represented by counsel. A FEB is not an adversarial proceeding. The respondent may request military counsel of his/her own choosing (if available) or civilian counsel (at his/her own expense). The military counsel's commander determines availability. (Rules for determining availability of counsel for courts-martial are not applicable to requests for counsel for a FEB.) Although the board adheres to a semiformal procedure, avoid informal conversation, comments off the record, and reference to extraneous matters. In closed deliberations, board members discuss and evaluate the evidence to develop findings and recommendations. Before

adjournment, findings and recommendations are announced when all required parties are present. The convening authority and subordinate MAJCOM authorities review the FEB report before the MAJCOM commander takes final action. Apply these guidelines:

- 4.4.1.1. Appearance of more than one respondent before a board is prohibited.
- 4.4.1.2. The board does not make recommendations on disciplinary actions.
- 4.4.1.3. Recommendations of an FEB are advisory and not binding.
- 4.4.1.4. AFI 51-602, Boards of Officers does not apply.
- 4.4.1.5. If possible, do not include classified information in FEB proceedings.

4.4.2. Convening Authority Designation. A flying unit commander (wing or comparable level) normally convenes an FEB. MAJCOM commanders designate a convening authority, when required for individuals assigned to the MAJCOM or intermediate commands above wing or comparable level. The Chief of Staff may delegate the authority to designate a convening authority, but not lower than the Director of Operations, HQ USAF/XOO. Personnel designated as convening authorities by MAJCOM commanders or the CSAF (or CSAF's designatee) must be a commander, normally at wing level or higher. In appropriate circumstances, the CSAF may direct the convening of an FEB at any organizational level.

4.4.3. Membership Selection. An FEB must provide a fair and impartial hearing. Ensure voting members have not been directly involved in the case and are the best qualified, most senior rated officers available. If necessary, commanders may request TDY assistance to make up the FEB. (Refer to AFI 51-1001 for information on funding for TDY members or witnesses.)

4.4.3.1. Voting members must be qualified for aviation service in an active ASC and be senior in rank to the respondent. Three voting members constitute a quorum. Appoint one additional rated officer to act as a nonvoting recorder.

4.4.3.2. Do not appoint the convening authority as a member of the board and do not appoint a judge advocate as an assistant recorder. A judge advocate may advise the recorder, but may not be present at board sessions.

4.4.3.3. Voting members should be in the same rated specialty, i.e., pilot, navigator, or observer, as the respondent. If possible, at least one voting member should have the same primary duty AFSC as the respondent. When evaluating a flight surgeon, a flight surgeon must be a voting member of the board.

4.4.3.4. A judge advocate may be appointed as a nonvoting legal advisor to advise on procedural matters and ensure the respondent receives a fair, impartial, and non-adversarial hearing.

4.4.3.5. A flight surgeon may be appointed as a nonvoting member when a medical problem may be a significant contributing factor in the case.

4.4.3.6. If an ARC rated officer requires an FEB during a formal flying training course with an active duty unit, the active duty wing commander convenes the FEB at the base of training. In these situations, one of the board members will be a Guard or Air Force Reserve rated officer (as appropriate), preferably from the individual's home unit.

4.4.3.6.1. When practical, boards convened to consider non-EAD USAFR officers are composed of rated Air Reserve Technician (ART) personnel or non-technician reservists.

4.4.3.6.2. When practical, boards convened to consider non-EAD ANG officers are composed of ANG rated officers.

4.4.4. Establishing a Convening Date. Normally, convene the board within 30 days after the convening authority appoints the board ([Attachment 15](#)).

4.4.5. Respondent Notification and Acknowledgment. Notify the respondent in writing to appear before an FEB ([Attachment 16](#)). Notification includes why, when, and where the board will meet; witnesses to be called; rights of the respondent for representation by counsel; and the board's responsibility to arrange for the appearance of military witnesses requested by the respondent. State the basis for convening the board (paragraph 4.3.) and all allegations. The respondent must reply within 48 hours (two duty days). The HARM office will be provided a copy of this notification. The HARM office will publish an AO assigning ASC 04 effective the date of the notification letter.

4.4.6. Voluntary Disqualification for Aviation Service in Lieu of FEB (VILO). After being notified of the FEB, the officer may request voluntary disqualification from aviation service in lieu of the FEB. This is not to be confused with DOR as appropriate in undergraduate training. No options for DOR exist after an officer obtains rated status, and VILO is only in lieu of FEB action. For VILO, the respondent makes an endorsement to this effect when acknowledging receipt of the notification letter. The respondent must prepare a request for VILO ([Attachment 17](#)) and submit it to the convening authority through the immediate commander within five workdays of acknowledging receipt of the FEB notification letter. If the convening authority approves the request for VILO, delay FEB action until the next higher approval authorities and the MAJCOM act on the request. If disapproved at any level, resume FEB proceedings immediately. The MAJCOM authority is the final decision authority for FEBs convened at the MAJCOM level or below. For FEBs convened by the convening authorities designated by the CSAF or CSAF's designatee.

4.4.6.1. Forward the VILO request and documentation, including exhibits required by paragraph 4.4.9., through normal FEB processing channels to the "MAJCOM" (or the CSAF's designatee in the case of an Air Staff level respondent) commander. The review process and administrative requirements are the same as those required for a report of FEB proceedings. Although the MAJCOM commander is the final approval authority, reviewing authorities at any level may disapprove the request and direct an FEB. Approved VILO packages will be forwarded to HQ AFPC/DPAOY which will publish a DAF AO revoking ASC 04 and assigning ASC 05. This AO will have the same effective date as the original AO which suspended the member.

4.4.6.2. VILO approval: Permanently disqualifies an officer from aviation service, prohibits the officer from wearing the aviation badge associated with the VILO, and makes the officer immediately eligible for involuntary separation or reassignment to non-rated duty, as determined by the needs of the Air Force. (Separation action requires Secretary of the Air Force approval.)

NOTE: Do not recommend approval of a VILO unless the supporting documentation clearly shows an FEB would recommend disqualification.

4.4.7. FEB Waivers. A member or a convening authority may request an FEB waiver. For rated officers enrolled in formal training programs and were previously qualified in another aircraft, the convening authority will submit or forward waiver requests through command channels only when convinced the reviewing authorities would recommend the officer remain qualified in the aircraft which he/she was previously qualified in. If there is any doubt regarding potential for continued rated service, direct an FEB. FEB waivers will be forwarded through command channels to the MAJCOM

commander. Reviewing authorities at any level may deny the waiver request and direct an FEB. MAJCOMs determine administrative processing and review procedures. Do not delegate approval authority below MAJCOM/DO (or equivalent). Exception: 19 AF/CC is the waiver authority for AETC pipeline students (recent UFT graduates, never assigned to an MDS) undergoing Pilot Instructor Training (PIT), Initial Fighter Fundamentals (IFF) or a fighter specific formal training unit (FTU), considered for placement in multi-placed, crew-type aircraft.

4.4.7.1. The convening authority will notify the respondent in writing that an FEB waiver is being requested and direct the HARM office to suspend the member's aviation service. The HARM will publish an AO assigning ASC 04 effective the date of commander's letter, and terminate flight pay effective the day prior to the suspension AO. The respondent must reply within two duty days. The member has the option of requesting an FEB.

4.4.8. Submitting Evidence and Exhibits-General. FEBs require evidence that accurately fixes dates, places, persons, and events. All reasonable available evidence must be examined, such as:

4.4.8.1. Sworn testimony by witnesses appearing before the board.

4.4.8.2. Depositions.

4.4.8.3. Certificates of officers and affidavits of enlisted personnel and civilians.

4.4.8.4. Original or authenticated copies of records and documents.

4.4.8.5. Medical Record. DD Form 2807-1, Report of Medical History, and DD Form 2808, Report of Medical Examination, or other valid forms appropriate for the medical examination, certifying medical qualification for flying duty in the requested rating, completed within the past year. MAJCOM SG will validate all medical forms submitted meet AFI 48-123 medical standards.

4.4.8.6. Other writings and exhibits, such as reports of Faculty Boards. In a rehearing, furnish the new board a copy of the prior board's report, less prejudicial material as determined by the servicing staff judge advocate. Include findings and recommendations.

4.4.8.7. When using publications or instructions as exhibits in the case file (for example, aircraft technical orders, Air Force Instructions, syllabi, and the like), submit only the applicable pages. Annotate the publication or instruction number, title, date, change number (if applicable), and page number on the exhibit.

4.4.9. Mandatory Exhibits. The FEB report must include certified copies of:

4.4.9.1. DD Form 2808, Report of Medical Examination; the physical must be current as outlined in AFI 48-123.

4.4.9.2. AOs awarding aeronautical rating and ASC.

4.4.9.3. Any orders disqualifying the officer from aviation service or imposing restrictions on aviation service.

4.4.9.4. The respondent's current ARMS IDS, IFR, and FHR.

4.4.9.5. Those parts of the flight evaluation folder (FEF) documenting the officer's rated qualification history, such as AF Form 942, Record of Evaluation, AF Form 1381, USAF Certification of Aircrew Training, and AF Form 8, Certificate of Aircrew Qualification.

4.4.9.6. Training records, to include UFT and ARMS training summaries.

4.4.10. Respondent's Right to Review Evidence. Give the respondent a chance to review all documents submitted as evidence. This should, if practical, be accomplished with sufficient time for the respondent to adequately review any proposed evidence.

4.4.11. Use of Evidence by the Board. FEBs are not bound by the formal rules of evidence prescribed for trials by courts-martial. However, a general observance of these rules promotes orderly procedures and a thorough investigation. The fact that evidence would not be admissible in a judicial proceeding does not preclude its use in an FEB.

4.4.11.1. The decision as to proof of authenticity rests with the senior board member. The board may dispense with formal proof of authenticity if it is impractical to produce a witness to identify the document. In most cases, authenticity may be established by stipulation. Copies are acceptable as exhibits if and when the recorder has authenticated each copy. (See Rule 1004, Federal Rules of Evidence.) Copies of public record are sufficiently authenticated when obtained by or for the board.

4.4.11.2. The recorder and respondent (or the respondent's counsel) may make a written or oral stipulation regarding any fact or expected testimony of a particular witness as if that witness testified at the hearing. However, the stipulation need not be accepted by the board and should not be accepted if any doubt exists as to the respondent's understanding of it or of the consequences of its admission.

4.4.11.3. If documentary evidence provides information relative to the matters being considered and such certificates, affidavits, depositions, or stipulations are accepted as exhibits during board proceedings, it is not necessary to reestablish such points in actual testimony. However, a witness should identify any evidence the witness originated.

4.4.12. Evidence Leading to Additional Allegations. Review all facts relative to an officer's rated qualifications. If facts are made available that do not allude to the allegations in the notification letter, follow the procedure in [Attachment 21](#). If evidence indicates lack of supervision or supervisory error, explore the subject and consider it for inclusion as a board finding.

4.4.13. Calling Witnesses. Call military witnesses to appear if they are reasonably available and can present material evidence. The senior board member will determine, with the advice of the legal advisor, whether a witness is reasonably available. If not reasonably available, depositions or telephonic testimony are acceptable. If using telephonic testimony, include a transcript in the report. Although civilian witnesses may appear, an FEB cannot compel their attendance. (Articles 46 and 47, UCMJ, do not apply to proceedings of FEBs.) Consult with the servicing staff judge advocate as to the procedures to request the presence of civilian DoD employees. Unless specifically authorized, the government does not reimburse a civilian witness. Commanders who exercise review authority will not participate in the review process if called as a witness during the FEB proceedings.

4.4.14. Who Will Attend FEB Sessions. During all FEB proceedings except closed sessions, a reporter or stenographer, a recorder, and the respondent with counsel are present.

4.4.14.1. Witnesses are in the board room only when presenting evidence. Keep witnesses to be heard or recalled separate from the board room.

4.4.14.2. FEBs are closed administrative proceedings. Spectators are not permitted.

4.4.15. Administering Oaths. Any member of an FEB can administer oaths; however, this duty is usually delegated to the recorder.

4.4.15.1. FEB members need not be sworn.

4.4.15.2. The reporter and each witness are sworn.

4.4.16. Challenging Board Members ([Attachment 19](#)). The respondent may challenge voting members for cause. The burden of sustaining a challenge is on the respondent, and the board may take testimony on the challenge in open session.

4.4.16.1. Disputed challenges are voted on by the voting board in closed session with the challenged member excluded. A majority vote is required to sustain a challenge to remove a challenged member. (A tie vote disqualifies the member challenged from the board.) The remaining members constitute the board, except additional members are detailed when the board is reduced below a quorum. Peremptory challenges are not authorized.

4.4.16.2. If it is necessary to replace a member, the hearing proceeds from that point after the opportunity to challenge the new member has been afforded the respondent. If recorded, all proceedings will be played back for the new board member. The respondent, respondent's counsel, recorder, and legal advisor have the option to be present when the tapes are played. If proceedings have been transcribed, the new board member should read the record. The new board member must certify in writing he or she has listened to or read the complete record.

4.4.17. Soliciting Testimony. The respondent may not be compelled to testify. However, if the respondent elects to testify under oath, the respondent is subject to questioning by the recorder and the board members as with all other witnesses. If the testimony of a military witness raises the possibility of implicating that witness of criminal misconduct, the senior board member will adjourn the proceedings and consult with servicing staff judge advocate. If the senior board member determines after such consultation that the witness may incriminate himself, the senior board member will not proceed further with taking testimony from that witness without advising the witness of his rights in accordance with Article 31, UCMJ. If the same situation applies with regard to a civilian witness, consult with the servicing staff judge advocate before proceeding with taking testimony from that witness. If the respondent, or the respondent's counsel, is allowed to cross-examine all witnesses, call witnesses, and present evidence in the respondent's behalf. At any time during the proceedings, the respondent or counsel may submit a written brief covering any of the matters under investigation. Give the respondent full opportunity to answer all allegations before concluding the proceedings.

4.4.18. Profession of Fear of Flying. If a rated officer professes a fear of flying in testimony before an FEB, the board adjourns while the officer is counseled (see paragraph [3.7.1.3.](#)). After counseling, give the officer the opportunity to retract the fear of flying statement. If retracted, the board resumes and it is made a matter of record. If the officer does not retract the fear of flying statement, the board ends its proceedings and fear of flying procedures are initiated IAW para [3.7.1.3.2.](#)

4.4.19. Reviewing Previous Rated History. Regardless of the reason for convening an FEB, the board's recommendations are based on facts including all available evidence of the officer's rated performance history, to include UFT. During proceedings, determine whether the respondent previously submitted a voluntary request for suspension or disqualification for aviation service. Determination is also made on whether the respondent previously met an FEB or Faculty Board that resulted in elimination from a course of training related to the aeronautical rating or ratings possessed.

4.4.20. Board Findings. On completion of the hearing, clear the boardroom except for voting board members. Any phase of the hearing may be restudied. However, any reexamination of witnesses must be done in open session.

4.4.20.1. The board should consider extenuating circumstances surrounding the case. Extenuating circumstances may indicate whether the respondent had control over the factors involved.

4.4.20.2. To resolve conflicting evidence, the board uses their professional knowledge, best judgment, and common sense. Each finding must be supported by a preponderance of evidence. For example, findings that state an officer cannot safely perform rated duties must include specific information to support this conclusion. With evidence of unsafe past performance, continued unsafe performance may be reasonably inferred providing rationale for recommending disenrollment from training and permanent disqualification.

4.4.20.3. The findings include comments on each allegation or point in question. Each finding is stated separately in brief, clear language to include dates, times, places, and events.

4.4.20.4. An FEB convened to revalidate or requalify for aviation service states in its findings whether the respondent was qualified for aviation service when the individual's records were invalidated. This includes indicating if the individual:

4.4.20.4.1. Holds a current aeronautical rating.

4.4.20.4.2. Is less than the current maximum age in grade according to AFI 36-2005.

4.4.20.4.3. Is medically qualified for aviation service.

4.4.20.4.4. Was qualified for aviation service when orders were invalidated.

4.4.20.4.5. Is qualified and available for performance of flying duties appropriate for an officer of his or her rating, grade, and age.

4.4.20.5. The board may submit an additional finding that the officer is unsuited for duty in a particular type aircraft, role, or mission.

4.5. Board Recommendations. Recommendations must be consistent with the findings. The FEB's basic charter is to determine whether or not an officer has the potential to continue in USAF rated service. Except as noted below, FEBs only address the respondent's qualification for aviation service, i.e., remain qualified or be disqualified. FEBs do not make recommendations regarding follow-on assignments. However, the FEB may recommend placement in a different airframe, i.e. a multi-placed, crew-type aircraft. FEBs may make the following additional recommendations:

4.5.1. If the FEB was convened as a result of an officer's inability to meet standards while enrolled in a formal flying training program and the board recommends the officer remain qualified, it may also recommend the officer be reinstated in training. Do not make any recommendation on training unless this is the case.

4.5.2. If an FEB recommends a dual-rated officer be disqualified in one rated specialty, it must address the additional rating. For example, if a former navigator meets an FEB as a pilot and the board recommends disqualification, it also makes a recommendation on continued rated service as a navigator.

4.5.3. An FEB, or any subsequent authority in the FEB review process, may recommend the respondent be prohibited from wearing the aviation badge. This recommendation is appropriate only when: (a) An individual is disqualified for discrediting the badge through misconduct or willful violation of flying regulations or procedures, (b) fear of flying, (c) cowardice or refusal to fly in combat, or (d) when the officer fails to become a productive member of the rated force through factors over which he

or she has control—to include attempts to resign from rated training, attempts to impose limits on rated service, and/or failure within rated specialty clearly due to lack of effort or motivation. If an FEB recommendation is to prohibit wearing the aviation badge, separation action according to AFI 36-3206 should be considered with respect to the needs of the Air Force.

4.5.4. An FEB convened because of extended suspension or disqualification for aviation service limits its recommendation to whether or not:

4.5.4.1. The individual's AOs should be revalidated or

4.5.4.2. The individual should be requalified for aviation service.

4.5.5. A minority report is appropriate if there is disagreement among board members. A minority report may address findings, recommendations, or both. In such cases, ensure the FEB report shows the scope and content of the minority report, as well as which members support the minority opinion.

4.5.6. Recommendations To Disqualify. The best interest of the Air Force is the prime criterion when evaluating each case.

4.5.6.1. Do not base a recommendation to disqualify on a single incident disregarding an otherwise sound record. However, if the incident demonstrates unacceptable performance or an intentional disregard of regulations or procedures, a recommendation to disqualify is appropriate.

4.5.6.2. If an officer has marginal rated potential (i.e. cannot upgrade to aircraft commander or flight lead, has a history of poor checkride performance, or requires continuous additional supervision), recommend disqualification.

4.5.6.3. Disqualification is appropriate for rated officers who attempt to DOR from formal training, or attempt to place limits on their rated service or future assignments.

4.6. The FEB Review Process.

4.6.1. Review for Legal Sufficiency. The convening authority's staff judge advocate will review the report for legal sufficiency. The staff judge advocate limits comments to sufficiency of evidence and compliance with procedural requirements and does not make recommendations regarding the respondent's rated qualifications. When an FEB is convened below the MAJCOM, the MAJCOM staff judge advocate should conduct an additional legal review. When an FEB is convened at MAJCOM level or above, then the Air Force staff judge advocate should conduct a legal review.

4.6.2. Action by Convening Authority. After reviewing the report and the review for legal sufficiency, the convening authority adds comments and recommendations. If the convening authority does not concur with the findings or recommendations, identify the areas of contention and explain the reasons for non-concurrence. If lack of supervision or supervisory error is a finding, include a statement regarding the corrective action. The convening authority may find the officer is unsuited for duty in a particular aircraft, role, or mission and make recommendations regarding follow-on assignments. After making recommendations, the convening authority forwards the report (with original transmittal letter and Attachments) directly to the MAJCOM for review. (When the respondent is an ANG resource or mobilization augmentee, forward to the Director, ANG, or USAFR, as appropriate. Provide the active duty MAJCOM a copy of all documentation.) In addition, send one copy of the complete report to each reviewing headquarters.

4.6.3. **Reviewing Authorities and MAJCOM Command Review.** Each level in the command chain reviews the report. Reviewing authorities may direct an additional review for legal sufficiency before making their recommendation. Reviewing authorities may determine the officer is unsuited for duty in a particular aircraft, role, or mission, and may make recommendations regarding follow-on assignments. To expedite the review process, accomplish preliminary staff reviews pending receipt of subordinate commander's recommendations. Reviewing commanders need forward only their comments and recommendations.

4.6.4. **Non-concurrence With FEB Recommendation.** Reviewing authorities must specify reasons for non-concurrence.

4.6.5. **Reconvening and Rehearing.** Any reviewing authority may direct reconvening an FEB or a rehearing (a new board). (See paragraph 4.8. for special administrative suspense instructions.) Reconvening an FEB is appropriate if:

4.6.5.1. The board did not comply with procedures in this chapter.

4.6.5.2. New evidence that could affect the findings and recommendations is brought to the attention of the convening or reviewing authority.

4.6.6. **Submitting New Evidence (After the Board).** If a reviewing authority receives additional evidence before forwarding recommendations to the next higher authority, review the evidence and have the convening authority reconvene the board if appropriate. Use as many of the original board members as possible if reconvening an FEB.

4.6.6.1. If the convening authority reconvenes the board, give the respondent enough time to prepare, but no more than 10 working days.

4.6.6.2. If the convening or reviewing authority does not reconvene the board, forward the evidence or a summary with recommendations to the NAF and MAJCOM. Include a statement concerning the reasons for not reconvening the board.

4.6.6.3. If the convening or a subordinate reviewing authority receives additional evidence after forwarding recommendations to the next higher reviewing authority, notify the reviewing authority immediately.

4.6.7. **When to Order a Rehearing.** A rehearing is appropriate if any review for legal sufficiency determines there was prejudicial error to the substantial rights of the respondent that occurred in the proceedings.

4.6.8. **Final Action on the Board.** The MAJCOM commander is the final decision authority in an FEB.

4.6.8.1. The respondent's MAJCOM will review the FEB report and all recommendations before determining final action. For active duty rated officers attending a formal flying training course in AETC, HQ AETC/CC will be final approval authority for all FEB actions.

4.6.8.2. For FEBs convened for cause involving Air Reserve Component (ARC) officers, the NGB/CF or HQ USAF/RE (as appropriate) ARC commander makes the final FEB decision. This includes ARC officers FEB'd while on active duty for training.

4.6.8.3. When a board is convened as a result of failure to meet training standards, the MAJCOM commander conducting the training may discontinue processing of the FEB and direct the respon-

dent to resume training. If the decision is to disqualify the officer, forward the report and all recommendations to HQ AFPC/DPAOY which will publish a DAF AO assigning ASC 05 (Disqualified, FEB). HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS and file the AO AND IDS in member's FRF.

4.7. Functions and Duties of Board Members.

4.7.1. Convening Authority Responsibilities. The convening authority determines if FEB action is appropriate. If waiver of an FEB is approved, forward a copy of the approved waiver letter to HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) and the member's HARM office to file permanently in the member's FRF.

4.7.1.1. When an FEB is appropriate, the convening authority:

4.7.1.1.1. Selects officers to make up the FEB according to paragraph 4.4.3.

4.7.1.1.2. Directs the HARM office to publish a SO IAW AFI 33-328 appointing the FEB members ([Attachment 13](#)). Number SOs beginning each Fiscal Year with SO-001. Also directs the HARM office to publish an AO assigning ASC 04 and terminating the member's flight pay the day prior to the date of the AO.

NOTE: If unable to convene a suitable board because of exigencies of the military situation, the convening authority's immediate commander may appoint a board or authorize the appointment of officers under the immediate commander as members of a board convened by the referring commander.

4.7.1.1.3. Directs the HARM office to notify the appropriate authorities (i.e. flight surgeon, legal, MAJCOM, etc.)

4.7.1.1.4. Notifies the senior member of the board of the circumstances and directs the board to convene at the earliest practical date ([Attachment 15](#)). If additional time is required, forward an explanation for the delay and the planned convening date to the MAJCOM.

4.7.1.1.5. Directs the board recorder to make sure the respondent is notified of the FEB and directed to appear ([Attachment 16](#)).

4.7.1.2. After the board adjourns, the convening authority:

4.7.1.2.1. Assigns priority to preparing the report.

4.7.1.2.2. Directs a review for legal sufficiency of the report.

4.7.1.2.3. Reviews the report and takes action

4.7.2. Senior Board Member (SBM) Responsibilities. The SBM is a voting member and the final authority regarding the conduct of the board.

4.7.2.1. Pre-hearing Preparations. Before the board convenes, the SBM will:

4.7.2.1.1. Inform the recorder of his or her responsibilities, and turn over all documents, evidence, and correspondence relative to the case.

4.7.2.1.2. Specify the time and place for the FEB.

4.7.2.1.3. Evaluate respondent requests for delays to allow time to secure witnesses or evidence. The SBM's decision is final.

4.7.2.2. During the hearing the SBM:

- 4.7.2.2.1. Convenes the board.
- 4.7.2.2.2. Conducts the hearing in an orderly manner.
- 4.7.2.2.3. Excuses voting members if a member cannot give a fair and impartial hearing or if a challenge is sustained.
- 4.7.2.2.4. Defines and explains rights of the respondent.
- 4.7.2.2.5. Rules on admissibility of evidence, questions of order, or procedure.
- 4.7.2.2.6. Assists in examining witnesses.
- 4.7.2.2.7. Makes sure the respondent is allowed to present his or her side of the case.
- 4.7.2.2.8. Closes the board hearing.
- 4.7.2.2.9. Makes sure the findings of the board are clearly stated and supported by evidence.
- 4.7.2.2.10. Makes sure recommendations are consistent with findings and within the limitations of the board's authority.
- 4.7.2.2.11. Announces findings and recommendations when all parties are present.
- 4.7.2.2.12. Adjourns the board.

4.7.2.3. Post hearing Duties. Reviews the FEB report and makes sure all members sign all copies of the report.

4.7.3. Board Member Responsibilities. Board members should review AFI 11-402 and all evidence made available by the recorder. During the hearing, listen and ask questions to make sure evidence is fully developed and all facts are identified. In closed session, review the facts to arrive at findings and recommendations.

4.7.4. Advisory Board Members (Non-Voting). Non-voting members give advice in open sessions only. If advice becomes necessary during a closed session, open the board and obtain it with all parties present.

EXCEPTION: If the board needs assistance solely to put findings or recommendations into proper form, the legal advisor and reporter may enter the closed session. Board members will not engage in discussion with the legal advisor and the proceedings will be recorded and added to the FEB transcript.

4.7.5. Recorder responsibilities. The recorder is responsible for FEB administrative duties. Use the Checklist for FEBs ([Attachment 23](#)) and ensure all items are accomplished. Although the recorder prepares the case and conducts examination of witnesses, the recorder is not an adversarial role. To perform recorder duties, relieve the recorder from all other duties.

4.7.5.1. Pre-hearing Preparations. Before the board convenes, the recorder

- 4.7.5.1.1. Uses [Attachment 16](#) to notify the respondent to appear.
- 4.7.5.1.2. Becomes familiar with the investigation and pertinent directives. Obtains and analyzes all records, evidence, and correspondence pertaining to the case.

- 4.7.5.1.3. Conducts interviews to identify witnesses and makes notes of expected testimony. If a witness cannot appear before the board, the recorder obtains testimony by deposition, certification, or affidavits. If the recorder discovers facts that were not recognized in the original allegations but bear on the respondent's qualification for aviation service, bring these to the convening authority's attention. If the convening authority elects to include additional allegations, advise the respondent and allow time to prepare.
- 4.7.5.1.4. Assures a quorum is always available.
- 4.7.5.1.5. Informs the respondent of any changes to time or place for convening the board.
- 4.7.5.1.6. Arranges for military witnesses requested by the respondent if they are reasonably available.
- 4.7.5.1.7. Arranges for qualified reporter and advisory board members, if appropriate.
- 4.7.5.1.8. Notifies the members, witnesses, advisors, and reporter of the time and place of the board.
- 4.7.5.1.9. Makes sure all evidence is available when the board convenes.
- 4.7.5.1.10. Gives the respondent and board members a chance to review all documents submitted as evidence.
- 4.7.5.1.11. Assembles pertinent instructions, regulations, directives, and manuals for reference during the hearing.
- 4.7.5.1.12. Informs the SBM when pre-hearing administrative actions are complete.
- 4.7.5.2. During board proceedings, the recorder:
 - 4.7.5.2.1. Enters the orders appointing the board as government exhibit 1.
 - 4.7.5.2.2. Enters the letter directing the SBM to convene the FEB as government exhibit 2.
 - 4.7.5.2.3. Enters the respondent's notification and the respondent's endorsement as government exhibit 3.
 - 4.7.5.2.4. Administers the oath to the reporter.
 - 4.7.5.2.5. States the purpose of the board.
 - 4.7.5.2.6. Indicates for the record names of all members present.
 - 4.7.5.2.7. Indicates for the record names of all members who have been excused or are absent.
 - 4.7.5.2.8. Determines legal qualifications of the respondent's counsel.
 - 4.7.5.2.9. Informs the respondent of the allegations and reads aloud appropriate sections of this chapter.
 - 4.7.5.2.10. Determines if any voting member is unable to give the respondent a fair and impartial hearing.
 - 4.7.5.2.11. Determines if the respondent wants to challenge any voting member for cause.
 - 4.7.5.2.12. Enters any additional evidence as exhibits and lists the exhibits in sequence.

- 4.7.5.2.13. Advises respondent of testimonial privileges under Article 31, UCMJ (if required). See paragraph [4.4.17](#).
- 4.7.5.2.14. Examines witnesses and identifies any relevant written evidence.
- 4.7.5.2.15. Presents evidence relating to the respondent's professional qualifications.
- 4.7.5.2.16. Summarizes proceedings for the board's convenience if requested by the SBM.
- 4.7.5.3. Post-hearing Duties. Following the board, the recorder:
 - 4.7.5.3.1. Supervises preparation and audits the FEB report.
 - 4.7.5.3.2. Prepares a transmittal letter ([4.4.17](#)).
 - 4.7.5.3.3. Ensures all voting and non-voting members who were present throughout the hearing signed all copies of the report.
 - 4.7.5.3.4. Arranges the material in accordance with [Attachment 24](#).
- 4.7.6. Questioning Witnesses. The transcript of testimony is an essential part of the review of the FEB, which leads to the final decision. Facts supporting the findings and recommendations must be clearly established. Therefore, make sure all evidence is fully developed.
 - 4.7.6.1. A specific series of questions may not be formulated. Use the following general guidance:
 - 4.7.6.1.1. Review all evidence and prepare questions in advance to ensure all points are covered.
 - 4.7.6.1.2. Establish the identity of the witness (usually done by the recorder) and their relationship to the respondent.
 - 4.7.6.1.3. Restrict questions to one subject at a time and progress logically into the next subject.
 - 4.7.6.1.4. Avoid leading questions.
 - 4.7.6.1.5. Avoid words that may not be understood by the witness.
 - 4.7.6.1.6. Do not interrupt one question with another.
 - 4.7.6.1.7. Avoid questions that require hearsay responses unless such hearsay is the only credible information available on a particular issue.
 - 4.7.6.1.8. Apply the cardinal rule of determining what, when, where, why, how, and who.

4.8. Administrative Instructions. (See [Attachment 24](#))

- 4.8.1. FEB Suspenses. Process the FEB report as soon as possible. Recommendations are due at the MAJCOM within 60 workdays after the board adjourns. MAJCOMs may authorize additional time for unforeseen circumstances. When extensions are granted, include the reason for delay in the transmittal letter to the MAJCOM. MAJCOMs establish procedures to expeditiously notify a respondent of the final decision in the FEB process. As a guide, inform the respondent within five duty days after making the final decision.
- 4.8.2. Disposition of Reports. Distribute and forward reports for review. Refer to AFMAN 37-139 for reports disposition.

4.8.3. Review of Special Cases. Command review and recommendations concerning FEBs vary slightly under certain circumstances. When the respondent is:

4.8.3.1. Attached to an organization for flying only, is member of a tenant unit or a unit without convening authority, the convening authority makes recommendations and forwards the report to the respondent's immediate commander. The commander reviews the proceedings, makes recommendations, and forwards the report for review within command channels.

4.8.3.2. TDY to a formal training course, the report and recommendations are reviewed and final action is taken within the command conducting the training. Ensure the parent/gaining MAJCOM and home unit of the individual are provided courtesy copies of all FEB actions.

4.8.3.3. For mobilization augmentees of the Air Force Reserves, the report and recommendations are reviewed within the command channels of the gaining command. After making the final decision, the MAJCOM commander concerned informs HQ ARPC/DPROR, Denver, CO 80280-4000.

4.8.3.4. For Reserve officers on extended active duty (EAD) for flying training and projected to return to a non-active duty flying unit on graduation, the convening authority makes recommendations and forwards copies of the board report for final decision by AFRC (forward to: HQ AFRC /DOT, 155

Richard Ray Boulevard, Robins AFB GA 31098-1635), or the Director, Air National Guard (forward to: ANG/DPDF, 1411 Jefferson Davis Hwy, Arlington VA 22202-3231).

4.8.4. Reconvening or Rehearing the Board. When reconvening or rehearing is directed after forwarding the proceedings for review, the reviewing authority who directs the action notifies each recipient of the report and requests each copy be promptly returned to the convening authority.

4.8.4.1. When a board is reconvened, all correspondence and additional transcripts of testimony, exhibits, findings, recommendations, and reviews for legal sufficiency are added to the initial report for submission to reviewing authorities under a new transmittal letter.

4.8.4.2. In a rehearing, the original report (less prejudicial material) becomes an exhibit for the new board.

4.9. Assignment after FEB. If the MAJCOM commander determined the rated officer should remain qualified for aviation service, that MAJCOM/DO will work with the MAJCOM/DP to make every attempt to retain the officer in an aircraft within that command. Transfer to another MAJCOM should occur only for overseas command, if the rated officer's DEROS would make retraining not cost effective. This procedure includes waiver of FEB cases.

Chapter 5

AVIATION SERVICE OF CEAS

5.1. Purpose of Chapter . This chapter describes aviation service policies regarding CEA personnel performing duties as enlisted aircrew members. It establishes procedures for entering the CEA into aviation service, qualification for aviation service and Career Enlisted Flying Incentive Pay (CEFIP), disqualification from aviation service, requalification, and termination of aviation service.

5.2. Applicable to Whom . This chapter applies to all CEA aircrew members identified by AFSCs 1AXXX (Airman Aircrew Operations Career Field).

5.3. Procedures.

5.3.1. Enter enlisted members into career aviation service when they are assigned to formal flying duty in the Airman Aircrew Operations career fields (1AXXX).

5.3.2. Qualification for aviation service depends on an individual maintaining medical fitness, continuing to develop professional skills, and demonstrating the potential for continued use as a career asset. Career aviation service is not a right. Personnel must be medically qualified IAW **AFI 48-123** and be assigned to a valid UMD flying (including student billets) position (prior to AOs being processed/effective) and complete physiological training IAW **AFI 11-403** before performing flying duties.

5.3.3. The Air Force considers CEA available for aircrew duties on a world-wide basis. This includes training for combat missions and actual combat. Any moral or ethical compunction, or personal or self-imposed reservation or qualification, that limits worldwide availability, renders the CEA incompatible with career aviation status. This includes attempts to limit flying duty to specific aircraft, roles, or missions.

5.4. Who Authorizes Aviation Service. Authority to initiate or terminate career aviation status is vested in:

5.4.1. Chief of Staff of the Air Force (CSAF).

5.4.2. HQ USAF/XO, Deputy Chief of Staff, Operations.

5.4.3. HQ USAF/XOO, Director of Operations and Training

5.4.4. HQ USAF/XOOT, Chief Operational Training Division

5.4.5. MAJCOM Commanders or commanders of Field Operating Agencies (FOAs) within the USAF and Air Reserve Components (ARC)

5.4.6. Commanders who exercise direct control over the HARM office that maintains an assigned CEA's flight records.

5.5. Qualification for Career Enlisted Flying Incentive Pay (CEFIP). To be entitled to CEFIP, a CEA must be entitled to basic pay, hold an AFSC or be enrolled in Formal Flying Training (FFT) leading to designation as a CEA, be qualified for aviation service, on active or inactive competent AOs (continuous

entitlement status) or meet DoDFMR requirements (conditional entitlement status) according to this instruction and AFI 11-401.

5.6. Termination of Aviation Service. Aviation service ends when a member's AO (including badge) is no longer valid or when a member is suspended, separated, or disqualified.

5.6.1. When a CEA separates from active duty, his or her aviation status (including badge credit) becomes invalid.

5.6.2. Suspension (ASC 04). Do not suspend a CEA (or a nonrated aircrew/parachutist member) for longer than 180 days without MAJCOM/DO approval. Commanders must notify the HARM office to process the suspension AO in writing and terminate member's flight/parachutist pay (effective day prior to suspension AO) and provide a copy of the letter to the member, when the CEA:

5.6.2.1. Is a respondent in an AEB/waiver of AEB action. (see 5.7.1.1.)

5.6.2.2. Professes a fear of flying. (see 5.7.1.3.)

5.6.2.3. Is under investigation for drug abuse, or self-identifies as an illegal drug user. (see 5.7.1.5.)

5.6.2.4. Is being processed for involuntary discharge.

5.6.2.5. Is the subject of a criminal charge under the UCMJ.

5.6.2.6. Is the subject of a criminal charge under a civilian penal code if the charge alleges an offense similar to an offense under the UCMJ for which the maximum authorized punishment in a court-martial would exceed six months hard labor.

5.6.2.7. Is being processed for personnel reliability program (PRP) decertification.

5.6.2.8. Attempts DOR from a formal flying training course.

5.6.2.9. Fails to maintain medical certification or aircrew ground and flying requirements due to factors within his or her control. Medical certification pertains to a member's responsibility to accomplish physical examinations before certification expiration. Do not confuse this with a determination of medical fitness. (For survival school refer to para 5.7.2.4.)

5.6.2.10. Requests voluntary disqualification. (For CEAs accepted for Retraining/Reassignment to other than Aircrew Operations duties (1AXXX) refer to para 5.7.1.4.)

5.6.2.11. The member's immediate or higher-level commander administratively finds that the member committed an offense for which the maximum authorized punishment in a court-martial would exceed six months confinement at hard labor, whether or not there is court-martial jurisdiction.

5.6.3. Disqualification. Disqualify CEA or parachutist who is no longer medically or professionally qualified to perform aviation or parachutist service. Disqualify a CEA or parachutist when he or she:

5.6.3.1. Is disqualified by an AEB.

5.6.3.2. Is no longer medically qualified to perform aviation or parachutist service (Fear of flying, drug abuse, etc.)

5.6.3.3. Has been approved for discharge for cause.

5.6.3.3.1. Has been convicted of criminal charges under the civilian penal code, if the charge alleges an offense similar to an offense under the UCMJ for which the maximum authorized punishment in a court-martial would exceed six months hard labor.

5.7. Disqualification for Aviation or Parachutist Service.

5.7.1. Permanent Disqualification Actions. Disqualification from aviation or parachutist service is permanent if it results from AEB action, a request for voluntary disqualification, fear of flying or jumping, substantiated drug abuse, failure to maintain professional standards, or other HQ USAF actions that indicate permanent disqualification.

NOTE: Coordinate with the staff judge advocate concerning court-martial and civilian criminal court action cases.

5.7.1.1. AEB Actions.

5.7.1.1.1. The commander must suspend a CEA's aviation career status until the AEB action is complete. The commander will notify the HARM office via a letter directing suspension ([Attachment 16](#)). The HARM office will process an AO assigning ASC 04 and terminating member's flying incentive pay effective the day prior to the suspension AO effective date, pending final AEB outcome.

5.7.1.1.2. Do not allow CEA to perform flying duties if they are a respondent to an AEB/waiver of AEB action.

5.7.1.1.3. If a CEA is disqualified as the result of an AEB, the MAJCOM/DO will request HQ AFPC/DPAOY publish an AO revoking the suspension and assigning ASC 05 (Disqualified—Aircrew Evaluation Board), effective the date of the original suspension AO, and notify the HQ AFPC/DP assignments action officer for that career field or AFSC specialty. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF.

5.7.1.1.4. Do not reassign (PCS/PCA) a CEA, or allow a member to complete a PCS move or separate/retire, until the AEB action is complete. The immediate commander must notify the MPF to assign Assignment Availability Code (AAC) 21. If the member is in TDY status, AFI 36-2110 applies.

5.7.1.2. Voluntary Requests for Disqualification. In order to fill critical Air Force requirements, a CEA or parachutist may request voluntary disqualification from aviation or parachutist service ([Attachment 4](#)). The commander notifies the HARM in writing to suspend the member effective the date of the voluntary request, then forwards the package through channels to the MAJCOM/DO. The MAJCOM/DO (or equivalent) reviews the request and makes the final decision. Approve such requests only when approval is in the best interest of the Air Force, e.g., when a CEA possesses a special skill or qualification, and the Air Force needs the CEA to perform in this non-aircrew capacity. If the MAJCOM/DO approves the request, the MAJCOM/DO requests HQ AFPC/DPAOY process a DAF AO assigning ASC 08 (Disqualified—Voluntary Request) effective the same date as the original suspension. HQ AFPC/DPAOY will then forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay will remain terminated from the day prior to the suspension AO.

5.7.1.2.1. Do not use a voluntary request for disqualification as a basis for other administrative or disciplinary actions.

NOTE: A CEA cannot request voluntary disqualification as a means to “limit CEA service” i.e. DOR from formal training courses, request to decline a particular assignment, etc. See **para 5.6.2.** of this instruction for reasons to convene an AEB and order an CEA before a board.

5.7.1.2.2. Members in a Formal Flying Training (FFT) program who develop fears toward flying have ample opportunity during training to evaluate these fears and DOR from training without prejudice. Previously qualified CEAs are not authorized to DOR; therefore, comply with the provisions of this instruction for the appropriate Fear of Flying disqualification action. For non-CEAs (UFT CEA trainee students), the STUS/CC will notify the HARM to process an AO assigning ASC 06, terminate flight pay, and list the reason member was disqualified from aviation service in the remarks of the AO. The HARM office will print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay terminates the day prior to the date of disqualification forward.

5.7.1.3. **Fear of Flying .**

5.7.1.3.1. Fear of flying is not limited to an expression of general fear of flying. It includes attempts to categorize fear of flying by theater of operations, aircraft mission, or type of aircraft. If a commander suspects a violation of the UCMJ and intends to question the member concerning the suspected violation, advise the member of his or her rights IAW Article 31, UCMJ. After advisement, direct the member to report to the Area Defense Counsel for further counseling. An Area Defense Counsel advises the member of the consequences of professed fear of flying. After legal counseling, offer the member an opportunity to withdraw the fear of flying statement. Verify withdrawal of a fear of flying statement in writing.

5.7.1.3.2. If a member withdraws a fear of flying statement, order the member to resume flying duties or take other appropriate action.

5.7.1.3.3. If the member declines to withdraw a fear of flying statement, the commander directs the HARM office in writing to process an AO to assign ASC 04 (Suspended--disqualification action pending), effective the date the member declined to withdraw the statement, and refers the member for medical examination. The HARM office will print an ARMS IDS, and file the AO and IDS in the member's FRF. Flight pay terminates from date prior to the date of suspension forward. The flight surgeon determines if an incapacitating physical or psychiatric condition exists (AFI 48-123, Medical Examination and Standards). Medical personnel at the lowest echelon possible determine medical fitness for flying and submit a report to the member's commander.

5.7.1.3.3.1. If the member is medically unfit according to AFI 48-123, the flight surgeon provides a statement commenting on duration, treatment, and relationship between the disorder and the professed fear of flying, and documents in the remarks section of AF Form 1042 that the medical condition is directly related to the fear of flying. The HARM office then processes an AO revoking the suspension AO and assigning ASC 03 to medically disqualify the member, effective the same date of the original suspension. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from day prior to the date of the original suspension forward.

5.7.1.3.3.2. If the member is medically fit, the suspension remains in effect. Forward the disqualification package to MAJCOM/DO. MAJCOM/DO will then request HQ AFPC/DPAOY to publish an AO revoking the suspension AO and assigning ASC 01 (Disqualified--fear of flying), effective the same date as the original suspension AO. The disqualification AO remarks will prohibit the member from wearing the aviation badge. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, and file the AO and IDS in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward. The unit commander will consider the individual for retention versus separation IAW AFI 36-2626, Attachment 10. Once the process is complete, forward the case file with all supporting evidence to the MPF for immediate reclassification actions.

5.7.1.3.4. Members in UFT who develop fears toward flying have ample opportunity during training to evaluate these fears and DOR from training without prejudice. For a non-CEA (FFT student), the FFT commander will notify the HARM office in writing to publish an AO assigning ASC 06 (Flying requirements terminated), terminate flight pay effective the day prior to the disqualification, and list in the remarks section of the AO the reason(s) member was disqualified from Aviation Service. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from date prior to the date of disqualification forward.

5.7.1.4. Retraining/Reassignment to other than Aircrew Operations duties (1AXXX).

5.7.1.4.1. Inactivate a CEA from aviation service if the member is approved and accepted for a Special Duty Identifier (i.e., Recruiter, PME Instructor, First Sergeant, etc.), or awarded a Reporting Identifier (i.e. Command Chief Master Sergeant, etc.). If the member's application for special duty is approved, the member's classification and training office must forward approval paperwork to HQ AFPC/DPAOY Randolph AFB TX, 78150-4734 or HQ ARPC/DPAF (ARC members). Include the approval date and and class start date or assignment date to the special duty assignment (if no class is required). HQ AFPC/DPAOY will forward the paperwork to the HARM. The HARM office will publish an AO assigning FSC "J" (inactive) effective the date member initially enters retraining (DIERT), or is reassigned to the new AFSC/SDI/RI, whichever occurs first, and forward a copy of this AO to HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members).

5.7.1.4.2. Commander must disqualify a CEA from aviation service if the member is approved for retraining into any AFSC other than the Aircrew Operations Career Field or for a Special Duty Identifier. This includes Officer Training School. If the member's application for retraining is approved and a volunteer disqualification package was not completed, the retraining office must forward the approval paperwork to HQ AFPC/DPAOY and DPAOM, Randolph AFB TX, 78150-4734. Include the retraining approval date, and class start date. HQ AFPC/DPAOY will publish an AO imposing disqualification (ASC 08) effective the date the member initially enters retraining (DIERT), or is reassigned to the new AFSC, whichever occurs first, and forward a copy of this AO to the HARM office. The HARM office will print an ARMS IDS, FHR, and IFR, process an MPO terminating pay effective the day prior to the effective date of the AO assigning ASC 08, and file the AO, MPO, and ARMS products in the member's FRF. Disqualification under this subparagraph is permanent unless the member fails

to complete the retraining. If the member fails to complete retraining, he or she may request requalification for aviation service.

5.7.1.4.3. Commanders of ARC units must disqualify CEAs when a unit or aircraft is deactivated and the member is forced to retrain or is reassigned to a non-CEA DAFSC at that duty location in lieu of being reassigned to an aircrew billet at another location. Commanders will forward the disqualification package through command channels for MAJCOM/DO approval. If approved, the MAJCOM/DO will request HQ AFPC/DPAOY to publish a DAF AO assigning ASC 00. HQ AFPC/DPAOY will publish the DAF AO and forward a copy of the AO to the HARM. The HARM office will print an ARMS IDS, FHR, and IFR, process an MPO terminating pay effective the day prior to the effective date of the AO assigning ASC 00, and file the AO, MPO, and ARMS products in the member's FRF.

NOTE: For purposes of this instruction the ANG Bureau is the MAJCOM. ANG bureau will direct the member's HARM office to publish AOs for guard personnel.

5.7.1.5. Substantiated Drug Abuse. If the member is under investigation or self-identifies for drug abuse, commanders notify the HARM office in writing to publish an AO to assign ASC 04 (Suspended--disqualification action pending), and terminate flying incentive pay effective the day prior to effective date of suspension.

5.7.1.5.1. If the investigation does not substantiate drug abuse, commanders notify the HARM office in writing to publish an AO revoking the suspension order and restoring the prior ASC with original effective date, and start flying incentive pay (if otherwise qualified).

5.7.1.5.2. If the investigation substantiates drug abuse or the member self-identifies, the commander forwards the disqualification package (commander's letter of confirmation with substantiating documentation and AF Form 2731, Substance Abuse Reorientation and Treatment Program Disposition) and a copy of the suspension AO through channels to the MAJCOM/DO for disqualification action. If approved, the MAJCOM/DO requests HQ AFPC/DPAOY publish a DAF AO to revoke the suspension and assign ASC 00 (Disqualified-Administrative Reasons), effective the date of the original suspension AO. HQ AFPC/DPAOY will forward a copy of the DAF AO to HQ ARPC/DPAF (ARC members). HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) will ensure all documentation is entered in the individual's master personnel record. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward.

5.7.1.6. Failure To Maintain Professional Standards. If a member fails to maintain professional standards for any of the reasons in paragraph 5.6.2., the commander directs the HARM office to publish an AO to assign ASC 04 (Suspended--disqualification action pending), and terminate incentive pay the day prior to the suspension AO. The HARM office will print an ARMS IDS, and file the AO and IDS in member's FRF. Under these circumstances, do not initiate any other aviation service action until completing the administrative or disciplinary action. After completing these actions, the commander makes an assessment of the member's potential for continued aviation service.

5.7.1.6.1. If the member is suitable for continued aviation service, the commander notifies the HARM office to revoke ASC 04 and restore the previous ASC with original effective date and start flying incentive pay (if otherwise qualified).

5.7.1.6.2. If the member is unavailable or unsuitable for continued aviation duties, the commander recommends disqualification and notifies the member in writing. The commander forwards the recommendation, substantiating documentation, and a copy of the suspension AO through command channels to the MAJCOM/DO. If the MAJCOM/DO approves disqualification, the entire case file (to ensure all documentation is kept in the member's Master Personnel Records) is forwarded to HQ AFPC/DPAOY with a request to publish a DAF AO revoking the suspension and assigning ASC 00 effective the same date as the original suspension AO. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. Flight pay remains terminated from day prior to the date of suspension forward.

5.7.1.7. Voluntary Termination of Aviation Service. Any aircrew member may request termination of aviation service by submitting a voluntary request for disqualification IAW [Attachment 4](#). Justification must cite unusual and/or compelling circumstances, and approval results in permanent disqualification. A CEA's application for retraining to another non-CEA career field, OTS, and returning to an old non-CEA AFSC fall under this category; however, retraining/OTS packages are processed IAW paragraph [5.7.1.2](#). and [5.7.1.4](#). Previously qualified CEA students are not allowed to DOR from training.

5.7.1.7.1. The commander must suspend the member's aviation service and send a request to the HARM office, in writing, to publish an AO assigning ASC 04 ([Attachment 28](#)) effective the date of the member's request letter, pending final action. The HARM office will terminate incentive pay the day prior to the suspension AO. Include a copy of the suspension order with the member's request.

5.7.1.7.2. Forward the voluntary request through command channels (including the AFSC Functional Manager at all levels) to the MAJCOM/DO for final approval. If approved, the MAJCOM/DO directs the member's HARM office to publish an AO revoking suspension and imposing disqualification. Assign ASC 08 (Disqualified-voluntary request) effective the same date as the original suspension order. Flight pay remains terminated from day prior to the date of suspension forward.

5.7.2. Non-permanent Disqualification Actions. If disqualified for reasons other than those in paragraph [5.7.1.](#), the member may be requalified. The member must show the impediment to aviation service no longer exists.

5.7.2.1. Failure to Maintain Medical Fitness. If an aircrew member is medically unfit for flying, disqualify him or her effective the first day following a period of 365 days that commences on the date of incapacitation (DNIF date). If the flight surgeon determines the medical incapacitation to be permanent, and annotates this determination on AF Form 1042 prior to the end of the 365-day period, disqualify the CEA on the date annotated by the flight surgeon.

5.7.2.1.1. When a member is medically unfit, a flight surgeon completes the AF Form 1042, Medical Recommendation for Flying Duty or Special Operational Duty, and forwards it to the

flying unit of assignment and the HARM office which maintains the member's FRF. Provide a copy of the AF Form 1042 to the member's commander.

5.7.2.1.2. If a flight surgeon is unable to determine the period of incapacitation, the HARM office will suspense the AF Form 1042 to ensure publication of an AO effective the first day following a 365-day period beginning on the date the member was medically incapacitated (DNIF date). The HARM office publishes an AO assigning ASC 03 (Disqualified-medical disqualification) if the medical problem is not resolved before the end of the 365-day period, as applicable. Additionally, the HARM office will notify the commander, MPF Personnel Utilization Section, and MAJCOM CEA Career Field Functional Manager. Personnel offices should initiate personnel classification action IAW AFI 36-2101.

5.7.2.1.3. If the flight surgeon determines the incapacitation will not be resolved within 365 days, he or she will indicate this on the AF Form 1042 and advise the HARM office. The HARM office will automatically publish an AO assigning ASC 03 (Disqualified-medical disqualification) effective the date indicated on the AF Form 1042 that the FME determines the medical incapacitation to be permanent, regardless of days on DNIF status. Personnel offices should initiate personnel classification actions IAW AFI 36-2101.

NOTE: Determining entitlement to conditional CEFIP as a result of a medical action is often a complex task. As a technique, determine entitlement to CEFIP as a result of medical fitness by considering a member in one of two groups. The first group consists of those members who are incapacitated regardless of whether or not the incapacitation resulted from the performance of flying duty. In this situation, use the DOD 7000.14-R, Vol 7, Part A, paragraphs **220106** and **220107** to determine entitlement. The second group consists of those members described in paragraph **5.7.2.1.2**. Use the DOD 7000.14-R, Vol 7, Part A, paragraph **220107**, to determine entitlement.

5.7.2.1.4. Due to the frequency of medical actions affecting aviation service, the FME and HARM office must ensure timely exchange of information between the offices. The FME will notify the HARM office within 1-duty day after the flight surgeon determines the disqualification effective date via an AF Form 1042.

5.7.2.1.5. Refer to paragraph **5.8** for removal of medical disqualification and requalification for aviation service.

5.7.2.2. Failure to Maintain Medical Certification. If an aircrew member's medical certification (flight physical) expires, assume the member has lost medical fitness. If the member made a reasonable attempt to maintain medical certification, or the certification expired due to reasons beyond the member's control, there is no need to suspend. For example, if an examination is incomplete due to administrative delays or member is DNIF, there is no need to suspend the member if he or she is otherwise medically qualified. In cases when expiration is beyond the member's control, the appropriate waiver authority extends medical certification to cover administrative processing. The FME must inform the HARM office, via AF Form 1042 with waiver extension date, if the member should remain medically qualified after his or her medical certification expires. Without FME notification, the HARM office must publish an AO NLT five duty days after the medical certification expired, suspending the member effective the day following the expiration date. The HARM office will also terminate flight pay effective the day prior to the effective date of the suspension AO. The HARM office will print an ARMS IDS, and file the AO and IDS in the member's FRF. **Exception:** If a member was DNIF (prior to the expiration of the physical), the

DNIF AF Form 1042 serves as FME notification. Unless the DNIF does not prevent accomplishment of a physical or if DNIF is removed, the HARM office does not assign ASC 04.

5.7.2.2.1. If a member, through factors within his or her control, does not accomplish medical recertification within 60 days following the date of suspension, the nearest convening authority will direct the member to appear before an AEB in accordance with paragraph 7.3.2. This subparagraph also applies to members in DNIF status (when the FME verifies the DNIF status did not prevent physical accomplishment).

5.7.2.2.2. If the flight surgeon later determines a member is medically incapacitated for flying duty and will not return to flying by the first day following a period of 60 days beginning on the date of suspension, the FME advises the HARM office via an AF Form 1042. The HARM office publishes an AO revoking the suspension and assigning ASC 03 effective on the original date of the suspension. Without FME notification by the 61st day via an AF Form 1042, the HARM office will publish an AO assigning ASC 03 with the same effective date as the original suspension AO. The HARM office will print an ARMS IDS, and file the AO and IDS in the member's FRF. Flight pay is lost from day prior to the date of suspension forward.

5.7.2.3. See paragraph 5.8. for requalification.

5.7.2.4. Disenrollment from USAF Survival School. If an aircrew member fails to meet training standards while enrolled in a USAF survival school, the survival school commander will direct the member to meet a training review board. (This does not apply to cases where a member is administratively withdrawn from training or is medically disqualified.) If the training review board determines the member should be disenrolled, the survival school commander will administratively disqualify the member and direct the training base HARM office to:

5.7.2.4.1. Advise the member's MAJCOM when the training review board begins and ends.

5.7.2.4.2. Publish an AO assigning ASC 00 (Disqualified-administrative), effective the date disenrollment is approved by the training review board. The HARM will also terminate flight pay the day prior to disqualification, print an IDS, and file the AO and IDS in the member's FRF.

5.7.2.4.3. Inform HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) of the action to include a copy of the appropriate AO. (See paragraph 5.8. for requalification.)

5.7.2.5. Conscientious Objector or Non-Combatant Status. Commanders will disqualify aircrew members who submit requests under AFI 36-3204 and direct the HARM office publish an AO assigning ASC 00 (Disqualified-administrative) effective the date member claimed conscientious objector or non-combatant status (official request date), and terminating the member's flight pay effective the day prior to disqualification. The commander will notify the member's MAJCOM and HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) by letter, and include a copy of the AO.

5.7.2.5.1. If the commander's recommendation is to prohibit the wear of the aviation badge, commanders should consider separation action according to AFI 36-3206 with respect to the needs of the Air Force.

5.7.2.6. Personnel Reliability Program (PRP) Decertification. When a commander decertifies an aircrew member from the PRP for non-medical, non-drug abuse-related reasons, and determines action under paragraph 5.7. is not appropriate, the commander must determine whether the mem-

ber should continue in non-PRP duties. If PRP decertified for medical reasons, including alcoholism or drug abuse, paragraph 5.7.1.5. and/or paragraph 5.7.1.6. apply. Otherwise:

5.7.2.6.1. When imposing PRP decertification, the commander notifies the member in writing and directs the HARM office via letter to publish an AO assigning ASC 04 effective the date of the commander's notification letter, and terminating incentive pay the day prior to the suspension AO. Use [Attachment 5](#) as a guideline for notification that the commander will use to determine the aircrew member's future as an aircrew member asset.

5.7.2.6.2. Once notified, the member has 14 days to submit documents in his or her behalf.

5.7.2.6.3. Using the information that formed the basis for decertification, along with any other pertinent information and the member's response, the commander determines whether the member should be disqualified or remain qualified for aviation service in non-PRP duty.

5.7.2.6.3.1. If the commander determines the member should remain qualified in non-PRP duties, the commander notifies the HARM office via letter to revoke the ASC 04, initiate action to return the member to flying duties, and retroactively start incentive pay (if otherwise qualified). Inform the MAJCOM/DO through command channels.

5.7.2.6.3.2. If the commander determines the member should be disqualified, forward the recommendation through channels to the MAJCOM/DO for a final decision. Each command level reviews the case, provides comments, and makes a recommendation to the next higher level. If the MAJCOM/DO determines the member should remain qualified, revoke ASC 04. If the MAJCOM/DO concurs with the disqualification recommendation, the MAJCOM/DO forwards all documentation and a copy of the suspension AO to HQ AFPC/DPAOY, and requests publication of a DAF AO assigning ASC 00 (disqualified-administrative) effective the date of the original suspension. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. HQ AFPC/DPAOY will forward a copy of the AO to the member's HARM office. Flight pay remains terminated from day prior to the date of suspension forward.

Table 5.1. Permanent Disqualification (DQ) for Aviation Service.

DQ Action	Initiated By	Suspend (ASC 04)	DQ Approval Authority	Staffing Process	DQ AO Published By
Aircrew Evaluation Board (ASC 05)	GP/CC	YES (Note 1)	MAJCOM/CC (Note 2)	WG NAF/CC MAJCOM AFPC	AFPC/DPAOY
Voluntary Request in Lieu of AEB (ASC 05)	GP/CC	YES (Note 1)	MAJCOM/CC (Note 2)	WG NAF/A3 MAJCOM AFPC	AFPC/DPAOY

DQ Action	Initiated By	Suspend (ASC 04)	DQ Approval Authority	Staffing Process	DQ AO Published By
Voluntary Request (ASC 08)	Member	YES (Note 3)	MAJCOM/DO	WG NAF/A3 MAJCOM	AFPC/DPAOY
Retraining/Reassignment to Other-Than-Aircrew Operations (1AXXX) Duties—SDI or RI (FSC J) (Note 4 and 5)	Member	NO	PROCURING AGENCY	WG NAF/A3 MAJCOM AFPC	AFPC/DPAOY
Retraining/Reassignment to Other-Than-Aircrew Operations (1AXXX) Duties (ASC 08) (Note 9)	Member	NO	PROCURING AGENCY	WG NAF/A3 MAJCOM AFPC	AFPC/DPAOY
Voluntary Termination of Aviation Service (ASC 08) (Note 6)	Member	YES	MAJCOM/DO	WG NAF/A3 MAJCOM/FM MAJCOM/DO AFPC	AFPC/DPAOY
Fear of Flying (ASC 03)	WG/CC	YES (Note 7)	FME	WG	HARM
Fear of Flying (ASC 01)	WG/CC	YES (Note 7)	MAJCOM/DO	WG NAF/A3 MAJCOM AFPC	AFPC/DPAOY
Fear of Flying (ASC 06)	SQ/CC	NO	WG/CC	WG	HARM (Note 8)
Substantiated Drug Abuse (ASC 00)	WG/CC	YES	MAJCOM/DO	WG NAF/A3 MAJCOM AFPC	AFPC/DPAOY

DQ Action	Initiated By	Suspend (ASC 04)	DQ Approval Authority	Staffing Process	DQ AO Published By
ARC CEA members forced to retrain due to aircraft or unit deactivation. (ASC 00)	WG/CC	NO	MAJCOM/DO	WG NAF/A3 MAJCOM AFPC	AFPC/DPAOY
Failure to Maintain Professional Standards (ASC 00)	WG/CC	YES	MAJCOM/DO	WG NAF/A3 MAJCOM AFPC	AFPC/DPAOY

NOTES:

1. The effective date of suspension will be the date the AEB respondent is notified in writing by the Convening Authority (normally GP/CC).
2. The MAJCOM/CC is the final approving authority on AEB actions including VILO requests. If the MAJCOM/CC approves the disqualification recommendation, the MAJCOM/DO will request AFPC/DPAOY publish the AO.
3. Suspend effective the date of the member's written request.
4. Applies to CEA being reassigned as First Sergeants, Command Chief Master Sergeant, etc.
5. Members who fall within this category are not considered disqualified.
6. This includes requests for humanitarian disqualification in lieu of voluntary disqualification; however, humanitarian disqualifications may be considered for requalification.
7. Suspend effective the date member declines to withdraw fear of flying statement.
8. The effective date will be the date member is withdrawn from the flying course.
9. This includes enlisted who attend OTS.

5.8. Aviation or Parachutist Service Requalification. An aircrew or parachutist member may request to be requalified for aviation service by submitting a letter IAW [Attachment 26](#). If an aircrew member has been disqualified, for other than medical reasons, for more than five years, he or she must appear before an AEB. Parachutists do not follow the AEB process; however, must apply through MAJCOM channels like aircrew members. The member must show the impediment that caused disqualification no longer exists. There is no USAF obligation to requalify aircrew or parachutist members for aviation or parachutist service. Base approval on needs of the Air Force and assignment to a valid flying or jump authorization. Make a copy of all requalification correspondence a permanent part of the member's Master Personnel Record.

5.8.1. Medical Disqualification (paragraph [5.7.2.1.](#)). When an aircrew member is disqualified for medical reasons and later medically certified for flying duty, medical requalification is accomplished IAW AFI 48-123 and the following guidelines:

5.8.1.1. If the duration of medical disqualification was less than one year, the local medical authority certifies medical fitness. Requalification is immediate and an application is not required. On receipt of AF Form 1042, the HARM forwards a copy of the medical disqualification AO, medical requalification AF Form 1042, and aviation service computation sheet to HQ AFPC DPAOY or HQ ARPC/DPAF (ARC members) to request an ASD adjustment for the period of disqualification. Upon receipt of the ASD adjustment letter from HQ AFPC/DPAOY or HQ ARPC/DPAF the HARM validates the ASD correction in ARMS. The HARM office then publishes the requalification AO reflecting the new ASD, effective the date indicated on the AF Form 1042, and starts flying incentive pay (if otherwise qualified).

5.8.1.2. If the duration of medical disqualification was one year or longer but less than five years, MAJCOM/SGPA must certify the member is medically acceptable for flying duty. If the MAJCOM/SGPA approves medical qualification, the local medical authority forwards recertification documentation to the member's HARM office. Upon receipt of AF Form 1042, the HARM forwards a copy of the medical disqual AO, medical requalification AF Form 1042, and aviation service computation sheet to HQ AFPC DPAOY or HQ ARPC/DPAF (ARC members) to request an ASD adjustment for the period of disqualification. Upon receipt of the ASD adjustment letter from HQ AFPC/DPAOY or HQ ARPC/DPAF the HARM validates the ASD correction in ARMS. The HARM office then publishes the requalification AO reflecting the new ASD, effective the date HQ AETC/SGPA approves medical requalification as indicated on the AF Form 1042, and starts flying incentive pay (if otherwise qualified).

5.8.1.3. If the duration of medical disqualification was five years or longer, HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) must certify medical acceptability for flying duty. If HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03) approves the medical certification, the member submits an application for requalification ([Attachment 6](#) or [Attachment 7](#)). Forward the application and medical certification to HQ AFPC/DPAOY for approval. If approved, HQ AFPC/DPAOY will publish a DAF AO effective the date the member is assigned to aviation duty. HQ AFPC/DPAOY will forward a copy of the requalification DAF AO and application with aviation service worksheet for ARC members to HQ ARPC/DPAF to adjust the member's ASD and a copy of the DAF AO to the individual's HARM office. Once HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) adjust the member's ASD, they will forward the ASD adjustment letter to the member's HARM. Upon receipt, the HARM office will validate the adjusted ASD in ARMS, and update the DAF AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. HARM office will start pay on the effective date of the AO (if otherwise qualified).

5.8.2. Failure to Maintain Medical Certification (paragraph [5.7.2.2.](#)). An aircrew member suspended for lack of medical certification must accomplish the physical examination as soon as possible.

5.8.2.1. If an aircrew member is recertified before the first day following a period of 60 days that commences with the loss of medical certification, assume the member was physically qualified from the original date of suspension. The HARM office publishes an AO revoking the suspension and restoring the ASC effective date previously held, and starts incentive pay (if otherwise qualified).

5.8.2.2. If recertification occurs on the 61st day or later following loss of medical certification, incentive pay is lost from the original date of suspension/disqualification until the date of receipt of the recertifying AF Form 1042 (if otherwise qualified). (See also para 5.7.2.2.1.).

5.8.3. Disenrollment from USAF Survival School (paragraph 5.7.2.4.). If disqualified for aviation service as a result of a training review board, requalify the aircrew member for aviation service after he or she successfully completes USAF survival training. The member's HARM office publishes the requalification AO effective the date the member reports to aircrew member duty (may not be earlier than completion of USAF survival training). Forward a copy of the AO to HQ AFPC/, Randolph AFB TX 78150-4734 DPAOY or HQ ARPC/DPAF (ARC members).

5.8.4. Conscientious Objector Status or Non-combatant Status (paragraph 5.7.2.5.). If a request under AFI 36-3204 is denied or withdrawn, the member may apply for requalification. Forward the request through channels to the MAJCOM/DO. If approved, forward the package to HQ AFPC/DPAOY to publish the AO requalifying the aircrew member. HQ AFPC/DPAOY will forward a copy of the AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. The HARM office will also start incentive pay (if otherwise qualified) the same date as the requalification AO effective date.

5.8.5. PRP decertification (paragraph 5.7.2.6.). For an aircrew member PRP decertified for medical reasons, the USAF may requalify the member for aviation service when the appropriate medical authorities determine the medical problem is resolved. Commanders ensure through the MPF that the PRP decertification is removed before the member returns to PRP duties IAW AFI 36-2104. When the cause for disqualification is other than medical, forward the requalification request through command channels to the MAJCOM/DO. If approved, MAJCOM/DO requests HQ AFPC/DPAOY to process the requalification AO effective the date the member is assigned to aviation duties. HQ AFPC/DPAOY forward a copy of the DAF AO to the individual's HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF. The HARM office will start incentive pay (if otherwise qualified) effective the same date as the requalification AO effective date.

Table 5.2. Non-Permanent Disqualification (DQ) for Aviation Service.

DQ Action	Initiated By	Suspend (ASC 04)	DQ Approval Authority	Staffing Process	DQ AO Published By
Conscientious Objector or Non-Combatant Status (ASC 00)	WG/CC	NO	WG/CC	WG (Note 6)	HARM
Disenrollment from USAF Survival School (ASC 00)	SQ/CC (Note 4)	NO	SQ/CC	WG	HARM (Note 5)
Personnel Reliability Program (PRP) De-certification (ASC 00)	WG/CC	YES	MAJCOM/DO	WG NAF/A3 MAJCOM	AFPC/DPAOY

DQ Action	Initiated By	Suspend (ASC 04)	DQ Approval Authority	Staffing Process	DQ AO Published By
Failure to Maintain Medical Fitness (ASC 03)	FME	NO	FME	WG	HARM (Note 1)
Failure to Maintain Medical Certification or other suspension action (ASC 04)	HARM	YES (Note 2)	HARM (Note 3)	WG	HARM
Air Force Educational Leave of Absence (AFELOA) Program (ASC 09)	Member	NO	HARM	WG	HARM (Note 7)

NOTES:

1. The effective date of medical disqualification is the first day following 365 days from the date of DNIF **OR** the date the FME determines on the AF Form 1042 for CEA. For nonrated aircrew members, it is the first day following 120 days from DNIF date.
2. Effective date of suspension is the day after date medical certification expired. The suspension AO must be published NLT 5 duty days following certification expiration. Other suspension actions are effective the date commander suspends the member, pending outcome of permanent disqualification action.
3. Refer to para. **5.7.2.2.1.** if the member does not complete the required physical examination.
4. Notify the member's MAJCOM IAW para **5.7.2.4.1.**
5. Provide an info copy with AO to HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members).
6. Notify the member's MAJCOM and HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) by letter (include AO).
7. Effective date of AO is established by the AF Form 988, Leave Request/Authorization.

5.9. Enlisted Aircrew Undergraduate Course (EAUC) or Formal Flying Training (FFT) Aviation Service Termination or Disqualification. Group Commanders with direct control over students attending a formal school may convene review boards and direct the HARM office to publish AOs.

5.9.1. When an aircrew member requests DOR from the Enlisted Aircrew Undergraduate Course (EAUC) or formal school, the school registrar will prepare an official memorandum stating the member requested DOR from the EAUC. A copy of this memorandum will be filed in the member's training folder, and the original will be sent to HQ AFPC/DPAOY for filing in his or her Master Personnel Records.

5.9.2. If formal flying training is terminated, the HARM office publishes an AO that references withdrawal and disenrollment from the specific course, cites the authority for disenrollment, and assigns

ASC 06 (Disqualified-flying requirement terminated) effective the date of withdrawal or disenrollment. Flight pay is terminated the day prior to the date of the disqualification AO.

5.9.3. Aircrew members disqualified from aviation service under the provisions of paragraph 5.7.1. or 5.7.2. (except medical), may not enter another flying training course.

5.9.4. If medically disqualified, publish a new AO effective the first day following a period of 180 days that commences on the date of incapacitation or the date of disenrollment, whichever occurs first.

5.9.5. CEAs who fail to successfully complete a formal flying training course while changing weapons systems will be suspended from aviation service under the provisions of paragraph 7.3. Pending the outcome of an Aircrew Evaluation Board, as outlined in Chapter 6, follow all instructions in paragraph 5.7.1.1.

5.10. Aviation Service for CEA in the ARC.

5.10.1. Inactive Aviation Service Status. When an active duty or ARC aircrew member is released from his or her respective service, the aircrew member's aviation service status terminates, AOs (including badges) become invalid, and entitlement to CEFIP/HDIP ceases. The losing HARM office publishes an AO assigning FSC P--Inactive-separated effective the date of separation or "R" effective the date of retirement. Termination from aviation service status does not require withdrawal of the CEA AFSC.

NOTE: Prior to August 2002, FSC "P" orders were effective the first day after the member's DOS. These orders remain valid.

5.10.1.1. The HARM must evaluate the separating or retiring member's flying hours or qualification to determine when CEFIP/HDIP is terminated. Normally, flight pay terminates the day before the effective date of the separating/retiring AO; however, if the member's flight physical expires or flying hours (conditional flyers) run out prior to separation/retirement date, CEFIP/HDIP must terminate the last date of qualification.

5.10.1.2. For an aircrew member with a conditional entitlement status code, terminate pay the last day the member met requirements for pay entitlement. For example: Chief Jones' retirement date is 15 Dec 02. He notifies the HARM he will begin terminal leave 18 Oct 02. He is a conditional flyer (over 25 years of aviation service) and accumulated four hours of banked excess time as of 30 Sep 02 (his last flight). The HARM would process an AO assigning FSC R effective 15 Dec 02 (retirement date) and stop CEFIP effective 31 Oct 02 (excess hours from Sep satisfied Oct hourly requirement).

5.10.1.3. For an aircrew member whose flight physical expires prior to their retirement or separation, the HARM must process an AO assigning ASC 04. For example: TSgt Wylie has a date of separation of 15 Dec 2002 and notifies the HARM she will begin terminal leave 1 Nov 2002. Her flight physical expired 30 Nov 2002. The HARM will process an AO assigning ASC 04 effective 1 Dec 2002 and stop ACIP effective 30 Nov 02. In the AO remarks section, the HARM must specify the member is scheduled for separation or retirement and include the effective date of separation or retirement.

5.10.2. Revalidation or Requalification process. The difference between revalidation and requalification actions is administrative. For example, a member issued a disqualification (or suspension) order and assigned ASC 00 must be requalified for aviation service. Conversely, a member not issued a dis-

qualification AO after separation must have his or her AOs revalidated. The process is the same in either case and involves application in accordance with [Attachment 7](#), medical and professional qualification, and assignment to an active flying position. The following conditions apply:

5.10.2.1. Active duty CEAs who apply for ARC CEA positions, or ARC qualified CEAs assigned to CEA API coded UMD positions who apply to an active duty CEA position within 90 days of separation, do not need to submit a revalidation request. For all others, if aviation service status has been inactive (FSC P) for less than five years, the NGB, AFRC, or the Air Reserve Personnel Center (ARPC), or AFPC as appropriate, must approve revalidation or requalification.

NOTE: If a member separates from active duty (or ARC) one day and is hired to a rated job in the ARC (or active duty) the next day, ensure the AO returning the member from separated status is effective one day after the separation AO (one day after DOS), see [para 5.10.1](#).

5.10.2.1.1. If the CEA is returning to aircrew duty, the gaining MAJCOM/DO must approve the revalidation or requalification request and forward a copy of the approval to HQ AFPC/DPAOY. A separated member must first apply for requalification or revalidation to HQ AFPC/DPAOY. After receipt of a member's application, HQ AFPC/DPAOY reviews the member's personnel and flying records for qualification. The member must be medically qualified for flying duty. HQ AFPC/DPAOY forwards the request through the MAJCOM that is considering the member for hire to a vacant API (A, B, C, D, E) coded position for review and recommendation. Each review level makes a recommendation before forwarding the request to the next higher level. If MAJCOM/DO approves, the MAJCOM/DO requests HQ AFPC/DPAOY publish a DAF AO revalidating or requalifying the CEA for aviation service effective the date assigned to the CEA UMD position, and HQ AFPC/DPAOY adjusts the active duty member's ASD by the break in service and/or period(s) of non-permanent disqualifications (ASC 02 or 03). HQ AFPC/DPAOY forwards the ARC member's DAF order to HQ ARPC/DPAF to adjust ARC member's ASD. HQ AFPC/DPAOY will forward a copy of the DAF AO and ASD adjustment letter (HQ ARPC/DPAF for ARC member's ASD adjustment letter) to the individual's HARM office once the ASD is adjusted. The HARM office will update then process an AO in ARMS to initiate status and assign the member's ASC, start flying incentive pay (if otherwise qualified), print an ARMS IDS, FHR, and IFR and file the AO and ARMS products in the member's FRF.

5.10.2.2. If an aircrew member's aviation service status has been inactive (FSC P or R) for more than five years, approve revalidation or requalification via AEB action (See [Chapter 6](#)). If approved by the MAJCOM/DO, forward the documentation to HQ AFPC/DPAOY to publish the appropriate DAF AO and adjust the member's ASD. HQ AFPC/DPAOY will forward a copy of ARC officer's DAF AO to HQ ARPC/DPAF to adjust the member's ASD. HQ AFPC/DPAOY will forward a copy of the DAF AO and ASD adjustment letter (HQ ARPC/DPAF for ARC member's ASD adjustment letter) to the individual's HARM office. The HARM office will process an AO to initiate aviation service and assign the ASC in ARMS, print an ARMS IDS, and file the AO and IDS in the member's FRF. The HARM office starts incentive pay, if otherwise qualified.

5.11. Miscellaneous Career Aviation Service Data.

5.11.1. Computation of CEA ASD. A CEA ASD is the date the member is qualified and enters into an aviation career as a CEA. Members must be medically qualified for aviation service prior to AOs initiating aviation service or CEFIP entitlement to begin. It is used to determine CEFIP during the first

six years of aviation service and to establish the 10th, 15th, and 20th year aviation service anniversaries (gates).

5.11.1.1. Criteria for determining a CEA ASD. A CEA enrolled in formal weapons system training (where flying is required) enters an aviation career on the class start date in the program flying training (PFT) document. **Exception:** For members who are not medically qualified, their ASD cannot be established prior to being medically certified for flying duty. For example: SSgt Jones class start date was 15 Dec 00 and he was medically certified for flying 20 Dec 00. His ASD will be 20 Dec 00. The following criteria apply:

5.11.1.1.1. The ASD remains unchanged for members temporarily disenrolled from PFT and subsequently reentered in a succeeding class to continue training.

5.11.1.1.2. For members who are permanently disenrolled from PFT, but later reenter training after an intervening period, the ASD is the reentry date backdated by the initial period of training. For example, A1C Wilcox begins PFT and a 1 Jan 90 ASD is established. She is eliminated from training after 92 days in the course, and is awarded ASC 06 effective 3 Apr 90. She later qualifies for reentry into PFT with a class start date of 1 Apr 91. Her new ASD is 30 Dec 90 (reentry date minus the initial 92 days of training).

5.11.1.1.3. The ASD for a CEA with previous US military flying service is the date the individual started flying training leading to the rating or designation (if otherwise qualified).

5.11.1.1.4. Documentation. A CEA's ASD is initially documented in an AO.

5.11.1.1.4.1. For PFT students, the school secretary provides the class start date (normally the ASD, see **para 5.11.1.**) to the HARM office.

5.11.1.1.5. Once established, do not change an ASD, except for periods the aviation service (including the badge) is invalid. After AOs are published, only HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) may adjust a CEA's ASD. HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) will forward a copy of the ASD adjustment letter to the individual's HARM office. The HARM office will permanently file a copy of this letter in the member's FRF, and make adjustments to AOs or pay (if applicable).

NOTE: Effective 1 Aug 02, the CSAF authorized adjustments in ASD for CEA with breaks in military service (inactive separated/retired-FSC P/R) and temporary suspension/non-permanent disqualifications (ASC 02 and 03), retroactive to 1 Oct 99, or date returned to enlisted aircrew duty, whichever is later. HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) will adjust CEA ASDs for those members that return to military service after 1 August 02, no application is required; however HARMs must notify HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) that an ASD adjustment is needed. CEA that returned to military service before 1 Aug 02 may apply for an adjustment, if desired. HARMs must send HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) a current Aviation Service Worksheet. Process requests IAW **Attachment 39**. Exception: Once approved for requalification of AOs, members who separated military service with an expired physical (ASC 04) who request requalification or revalidation of their AOs may also apply for an adjustment of their ASD for the period they were out of the service in this status.

5.11.2. Adjustment of CEA ASD and computation of pay entitlement.

5.11.2.1. Once a CEA ASD is adjusted by HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) and the new date is updated in MilPDS, Defense Finance Accounting System, and ARMS,

the HARM office may be required to revoke an AO published on or after 1 Oct 99 (or approved effective date of new CEA AFSCs approved after 1 Oct 99) if the adjustment invalidates the effective date of the original AO.

For example: SMSgt Jones is a loadmaster with an original ASD of 15 Apr 75. Her ASD changed from DJ to HJ effective 15 Apr 00 (25 years from original ASD). IAW the CSAF's ASD adjustment policy, she requested an ASD adjustment for a period of separation from 20 Jul 83 – 19 Jul 85. She submitted a letter to HQ AFPC and the HARM office received the new ASD of 15 Apr 77 (original ASD plus time separated). Since the original AO that assigned ASC HJ was effective after 1 Oct 99, the HARM office would:

Revoke the original AO that assigned ASC HJ. Since this AO was processed after 1 Oct 99, and the member's ASD adjustment invalidated this AO's effective date, it must be revoked.

Next, the HARM office would amend the termination date of the AO that originally assigned ASC DJ to 14 Apr 02 (25 years from adjusted ASD).

Finally, the HARM office would process a new AO assigning ASC HJ effective 15 Apr 02.

5.11.2.1.1. For CEA AOs published before 1 Oct 99, with a termination date after 1 Oct 99, HARM offices may be required to amend the termination date if the ASD adjustment invalidates the original termination date. For example: MSgt Stewart is a loadmaster with an original ASD of 15 Mar 85. His ASC changed from AA to BA effective 15 Mar 95, with a termination date of 14 Mar 00 (15-year gate). Next, his ASC changed from BA to CA effective 15 Mar 00 with a termination date of 14 Mar 05 (20-year gate). IAW the CSAF's ASD adjustment policy, MSgt Stewart requested an ASD adjustment for a period of medical disqualification from 10 Oct 89 – 10 May 91. He submitted a letter to HQ AFPC and the HARM office received the new ASD of 15 Oct 86 (original ASD plus time separated). The HARM office would:

Revoke the original AO that assigned ASC CA (effective date is no longer valid).

Amend the termination date of the AO that assigned ASC BA to 14 Oct 01 (new 15-year gate).

Process a new AO assigning ASC CA effective 15 Oct 01.

5.11.2.2. Once a CEA ASD is adjusted by HQ AFPC/DPAOY or HQ ARPC/DPAF (ARC members) and the new date is in ARMS and the finance system, the HARM office must process a Military Pay Order (MPO) to adjust a member's rate of pay. HARM office will stop member's CEFIP effective 30 Sep 99 or date member returned to military service (whichever is later) and then start the member's CEFIP using the day after the pay stop date on the same MPO. HARMs will list the new ASD in the remarks of the MPO.

5.11.2.2.1. A pay adjustment is required to adjust a member's rate of pay based on the member's request to adjust years of aviation service. Regardless of the date the member submitted the request, the "stop pay" date will be 30 Sep 99, or the date member returned to aviation service, whichever is later.

5.11.2.3. For those members whose pay terminated on or after 1 Oct 99 based on 20/25 years of aviation service, and the ASD adjustment changes the member's status from conditional to continuous pay, then providing the member was otherwise qualified, the HARM office will start CEFIP.

5.11.2.3.1. Members are not entitled to CEFIP during a period medical certification was not maintained. For example, CMSgt Gahagan's AOs and CEFIP terminated when her ASC changed from DJ to HJ on 15 Nov 00, her 25th anniversary of aviation service. CMSgt Gahagan's flight physical expired 30 Nov 00, the end of her birth month. IAW the CSAF's ASD adjustment policy, CMSgt Gahagan requested an ASD adjustment for a break in service from 1 Jan 86 through 31 Dec 87. She submitted a letter to HQ AFPC and the HARM office received the new ASD of 15 Nov 77 (original ASD plus time separated). She completed a flight physical on 16 April 02. The HARM office would:

Revoke the original order that assigned ASC HJ. This order was published after 1 Oct 99, and the effective date is now invalid.

Amend the termination date of the AO that assigned ASC DJ to 30 Nov 00.

Process a subsequent AO assigning ASC 04 effective 1 Dec 00 through 15 Apr 02 (period there was no medical certification).

Finally, process an AO assigning ASC DJ, effective 16 April 02 with a termination date of 14 Nov 02 (25 years from adjusted ASD). Pay is not authorized for the period of suspension. The AO that assigned ASC 04 remains a permanent part of the aviation history.

Chapter 6

AVIATION AND PARACHUTIST SERVICE OF NON-RATED OR NON-CEA AIRCREW OR PARACHUTIST MEMBERS (AIRCREW OR JUMP PREFIXED SPECIALTIES)

6.1. Purpose of Chapter. This chapter describes aviation/parachutist service policies regarding non-rated officers and non-CEA enlisted personnel (other than AFSCs 1AXXX), performing in full-time positions as aircrew or parachutist members.

6.2. Applicable to Whom. It applies to all non-rated USAF officers and non-CEA enlisted personnel authorized use of an aircrew prefix (IAW AFMAN 36-2105/2108) for performance of full-time non-rated crewmember duties, assigned aircrew positions for specific MAJCOM MDS identified in AFI 65-503 and/or assigned to a parachutist DAFSC or “J” prefix UMD DAFSC IAW AFI 11-410. Normally, non-rated officer and non-CEA enlisted aircrew members are identified by an X, K, or Q on their DAFSC/CAFSC when assigned against a valid full-time flying position, and parachutists are identified by DAFSC 1C2X1, 1T2X1, and 13DX1 or “J” prefix DAFSC. (For non-rated officers who fly and have a commander's AFSC, they may use the commander's AFSC.)

NOTE: Crew complements for each aircraft are listed in AFI 65-503, **Table A36-1**. This table is broken out by MAJCOM. An AFSC in one command may be considered an authorized aircrew position, while the same AFSC in another command may not be considered an authorized aircrew position. Example: An Aeromedical Evacuation Technician (Med Tech) in Air Mobility Command assigned to a C-9 aircraft is considered an assigned aircrew member. A Med Tech assigned to a different MAJCOM, however, may not be considered an assigned aircrew member, depending on how that MAJCOM has structured its section of Table A36-1 in AFI 65-503. This member may, however, qualify for operational support flier status IAW **Chapter 8** of this instruction.

6.3. Procedures:

6.3.1. Enter non-rated officers into aviation service when rated officers are not available or qualified to accomplish specific in-flight duties. Initiate aviation service when assigning these officers to positions where the primary duty requires them to perform full-time in-flight duties. A non-rated officer qualified for aviation service according to this instruction and AFI 11-401 is entitled to Hazardous Duty Incentive Pay (HDIP) as prescribed in the DoDFMR 7000.14-R, Volume 7, Part A.

6.3.2. Enter non-CEA enlisted personnel serving in technical career fields, i.e. 1TXXX, 1NXXX, 2AXXX, etc. into aviation service when they are assigned to positions where the primary duty requires them to perform in-flight duties on a full-time basis. Flying positions for staff members outside line flying units must be evaluated closely. Enlisted aircrew members qualified for aviation service according to this instruction and AFI 11-401 earn HDIP at a variable rate as prescribed in the DoDFMR 7000.14-R, Volume 7, Part A.

6.3.3. Enter parachutists into parachutist service IAW this instruction and AFI 11-410, *Personnel, Parachute Operations*. HARMs are not authorized to process AOs for pay entitlement, unless the member is qualified and assigned to a valid parachutist DAFSC or a “J” prefixed DAFSC on the UMD. To initiate AOs for those “in training”, again they must be qualified 1T2X1, 1C2X1, or 13DX AFSCs or in training leading to assignment to a full-time, valid “J” coded UMD authorization.

6.3.3.1. Except for USAF Academy cadets or other authorized students of the USAF Academy Military Free Fall Course, HARMs are not authorized to process AOs authorizing jump duties without being assigned or in training to a valid jump authorization.

6.3.4. All aircrew/parachutist personnel must be medically qualified according to AFI 48-123 (prior to publication/effective date of an AO) and complete physiological training (if applicable) before performing flying/parachutist duties. Aircrew/parachutist members must maintain established professional standards, medical certification, and flight/jump performance standards.

6.3.5. Do not enter anyone with a record of substantiated drug abuse into aviation/parachutist service.

6.4. Who Authorizes Aviation Service. Authority to enter or withdraw non-rated officers and non-CEA enlisted members from aviation/parachutist service is vested in:

6.4.1. Chief of Staff (CSAF) of the Air Force.

6.4.2. HQ USAF/XO, Deputy Chief of Staff, Operations.

6.4.3. HQ USAF/XOO, Director of Operations and Training.

6.4.4. HQ USAF/XOOT, Chief, Operational Training Division.

6.4.5. MAJCOM commanders or commanders of field operating agencies of the ARC.

6.4.6. Flying unit commanders, working through the base HARM office responsible for flight/jump records.

6.5. Preparing AOs. Commanders submit requests to the HARM office for AOs to enter non-rated officers and non-CEA enlisted members into official aircrew/parachutist member status via a letter (**refer to Attachment 12**). The commander must ensure authorized manning levels are not exceeded. The HARM office will monitor authorized aircrew manning positions to determine the need for an AO/MPO to terminate aviation service and HDIP for double billeted positions not approved for extended periods; as authorized IAW AFIs 11-401, 11-410, 11-412, and this instruction.

6.5.1. Commanders must submit a letter to the HARM office certifying eligibility for aviation/parachutist service. This certification includes verification of medical qualification IAW AFI 48-123 and that the member is assigned to a valid UMD flying position.. The HARM office will not process an AO to initiate aviation service for any crewmember unless the member possesses a valid flight physical and is assigned to a valid UMD flying position. The effective date of an AO to initiate aviation service will be the class start date or effective date of flight physical, whichever is later.

6.5.1.1. Certification will also include verification that the member successfully completed physiological training IAW AFI 11-403 (if required). If required for the aircraft, physiological training must be completed before the member participates in his/her first flight. The commander will also verify the member possesses the appropriate level of security clearance for the aircraft, and review the member's past aviation/parachutist service qualification, and that the member's primary, full-time duty requires the performance of in-flight/jump duties. Any impediment to the crewmember's aviation service must be brought to the commander's attention.

6.5.2. The HARM office prepares AOs assigning ASC 9D (non-rated or non-CEA aircrew) and 9E (non-rated/non-CEA parachutists). If known, the AO should specify a termination date. Refer to AFI 11-401 for valid effective dates of AOs initiating aviation/parachutist service.

NOTE: The HARM office will assign ASC 9D to non-rated or non-CEA crewmembers who are parachutist qualified assigned to an authorized parachutist UMD DAFSC and required to perform parachutist duties.

6.6. Termination of Aviation/Parachutist Service. Since termination of aviation service results in loss of incentive pay, provide as much notice as possible. (See paragraph 6.7. for the 120-day advance notification policy for enlisted aircrew members.) The commander, HARM office, and MPF work together to notify aircrew members if termination of aviation/parachutist service is due to an assignment action. HARM offices will order a 120-day notification report upon initial interface from MilPDS or notification that an aircrew position will no longer be valid due to draw down or the aircrew authorization has been terminated. The unit commander must also advise the member and the HARM office if other cause exists to terminate the member's aviation service.

NOTE: Aviation/parachutist service ends when a member's AO is no longer valid or when a member is suspended, disqualified, separates, or retires.

6.6.1. AOs are superseded and incentive pay terminated when:

6.6.1.1. The Air Force reassigns a member via PCA or PCS to a non-aircrew/parachutist position (including Special Duty Identifier (SDI) duty positions), or he or she is identified to attend training that does not require active flying/jumping. In case of the losing HARM office oversight, the gaining HARM office must ensure the AO is superseded on arrival. Non-rated or non-CEA aircrew members will be assigned ASC 9J and parachutists ASC 06 upon change of DAFSC.

NOTE: Do not supersede AOs if a member is on Temporary Assignment Duty (TAD) or Temporary Duty (TDY) for less than 90 days and will return to aircrew/parachutist duty in the same DAFSC. If attending a course of instruction of 90 days or more that does not require active flying, assign ASC 9L (Inactive-School, Academic). If the member will retrain into another specialty after attending a non-flying/jumping course, the HARM office will publish a disqualification AO that supercedes the current AO effective the class start date or the date of removal from the aircrew AFSC, whichever is earlier. The HARM office will process an MPO to terminate pay the day prior to disqualification (or class start date for ASC 9L), if otherwise qualified. The HARM office will also print an IDS and file this product, along with the MPO and AO, in the member's FRF.

6.6.1.2. The member retires or separates (include effective date of retirement or separation).

NOTE: Publish a new AO to change the termination date for discharged enlisted members who immediately reenlist without incurring a break in service. The new AO is not to terminate the previous order, but to extend its termination date, and the effective date remains the same as the previous AO. Therefore, the member can continue to credit previous flights/jumps to meet DoDFMR 7000.14-R, Volume 7, Part A, flight/parachutist requirements.

6.6.2. When a non-rated or non-CEA member separates from active duty, his or her aviation/parachutist status becomes invalid.

6.6.3. Suspension (ASC 04). Commanders suspend non-rated or non-CEA aircrew members and parachutists IAW Chapter 5 of this instruction.

6.6.4. Disqualification from Aviation Service. Commanders disqualify nonrated aircrew members and parachutists in the same manner as CEA IAW Chapter 5 of this instruction, with the exception of specific differences listed in para 6.7. below.

6.7. 120-Day Advance Notification Policy (Non-CEA Enlisted Members Only). Commanders must provide non-CEA enlisted aircrew members at least 120 days notification (in writing) before involuntarily terminating aviation/parachutist service. (This does not apply to nonrated enlisted aircrew members disqualified for cause, including medical disqualification.) This policy lessens the impact of financial loss due to short notice PCS, receipt of non-volunteer assignment, base closure, unit deactivation, and so forth.

6.7.1. IAW DoDFMR 7000.14-R, Volume 7, Part A, enlisted non-CEA aircrew members involuntarily removed from flying duties are entitled to aviation incentive pay for the duration of the AO, or for 120 days from the official notification of removal, whichever occurs last. The following dates constitute the start of the 120-day period:

6.7.1.1. The date the commander verbally advises the crewmember that his or her aviation service will terminate. Commanders must document the date and time of the notification in writing (**Attachment 27**) and provide copies of this document to the member and the HARM office. The HARM office will process an ARMS 120-day notification report, obtain the member's signature, and file a copy in the member's FRF. The HARM office will process an AO, according to the commander's letter, to terminate aviation status within 5 duty days.

6.7.1.2. The date the crewmember acknowledges notification of assignment selection to duties that do not require qualification for aviation service (AFI 36-2102).

6.7.2. An non-CEA enlisted aircrew member may waive the 120-day notification requirement. A voluntary request for assignment to duty or an educational training program not requiring aviation service constitutes automatic waiver of the notification requirement.

6.7.3. The 120-day notification policy requires close management of the enlisted aircrew member flying force to ensure projected changes are known as far in advance as possible. Therefore, include the 120-day notification requirement in all program directives.

6.8. Permanent Disqualification Actions. Except for specific differences noted below, commanders will disqualify non-rated or non-CEA aircrew members and parachutists in the same manner as CEA IAW **Chapter 5**.

6.8.1. Commanders must disqualify an aircrew member from aviation service if the member is approved for retraining into a non-flying AFSC (including Officer Training School) other than a SDI (PME, First Sergeant, CCM). If the member's application for retraining is approved, procuring agencies must forward the request to HQ AFPC/DPAOY and DPAOM, Randolph AFB TX, 78150-4734. Include the retraining approval date, and class start date. HQ AFPC/DPAOY will publish a DAF AO imposing disqualification (ASC 08) effective the date the member initially enters retraining (DIERT), or is reassigned to the new AFSC, whichever occurs first, and forward a copy of this AO to the HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, process an MPO terminating pay the day prior to the effective date of the AO that assigned ASC 08, and file the AO, MPO, and IDS in the member's FRF. Disqualification under this subparagraph is permanent unless the member fails to complete the retraining. If the member fails to complete retraining, he or she may request requalification for aviation service.

NOTE: For purposes of this instruction the ANG Bureau is the MAJCOM. ANG bureau will direct the HARM office to publish AOs for guard personnel.

6.8.2. Failure to Satisfactorily Perform Jump Duty. A commander may recommend permanent disqualification if a member refuses to jump or fails to satisfactorily perform. IAW AFI 11-410, the unit

commander submits recommendation through command channels to the MAJCOM designated authority.

6.8.3. Voluntary Termination of Parachutist Service. Any parachutist may request termination of parachute duty by submitting a voluntary request for disqualification IAW [Attachment 4](#). Approval results in permanent disqualification.

6.8.4. Permanent disqualification should be used when the member no longer desires to jump, has been selected for assignment to jump duties and requests disqualification, or the commander determines the situation warrants permanent disqualification.

6.9. Non-permanent Disqualification Actions. Except for specific differences noted below, commanders disqualify non-rated or non-CEA aircrew members and parachutists in the same manner as CEA for: failure to maintain medical certification ([para 5.7.2.2.](#)), disenrollment from USAF survival school ([para 5.8.3.](#)), conscientious objector or noncombatant status, ([para 5.8.4.](#)), and PRP decertification ([para 5.8.5.](#)).

6.9.1. Failure to Maintain Medical Fitness. If a nonrated aircrew member is medically unfit for flying duty, terminate aviation service no sooner than the first day following a 120-day period that commences on the date of incapacitation. When a flight surgeon determines the aircrew member is unfit to perform flying duty, he or she completes an AF Form 1042, and directs the FME to advise the HARM office.

6.9.1.1. If the flight surgeon is uncertain of the duration of incapacitation, the HARM office suspends the AF Form 1042 to make sure an AO is published the first day following a 120-day period that commences on the date of incapacitation. If the medical problem has not been resolved by that date, publish an AO assigning ASC 03 (Disqualified-medical disqualification).

6.9.1.2. If the medical incapacitation is permanent or not resolved by the first day following a period of 120 days that commenced on the date of incapacitation, the flight surgeon indicates this on the AF Form 1042, and directs the FME to inform the HARM office. The HARM office will publish an AO assigning ASC 03 effective the 1st day following a period of 120 days that commences on the date of incapacitation. Personnel offices should initiate classification action according to AFI 36-2101.

NOTE: Determining entitlement to HDIP as a result of a medical action is often a complex task. As a technique, determine entitlement to HDIP as a result of medical fitness by considering a member in one of two groups. The first group consists of those members who are incapacitated regardless of whether or not the incapacitation resulted from the performance of hazardous duty. In this situation, use the DOD 7000.14-R, Vol 7, Part A, paragraphs 220106 and 220107 to determine entitlement. The second group consists of those members described in paragraph [6.9.1.2](#). Use the DOD 7000.14-R, Vol 7, Part A, paragraph 220107, to determine entitlement. In either case, do not exceed 120 days total eligibility.

6.9.2. Humanitarian Disqualification in Lieu of Voluntary Request. When an aircrew member or parachutist with an active ASC has severe personal problems that may be resolved if assigned to non-flying/jumping duties for a short time, the member may request humanitarian disqualification for aviation/parachutist service. Commanders will suspend member's aviation service pending final outcome of request. The HARM office will publish an AO assigning ASC 04 effective the date of the member's request and terminate flight pay the day prior to AO effective date. Evaluate each case using these guidelines:

6.9.2.1. The period of non-flying/jumping is usually no more than 12 months.

6.9.2.2. Base approval on the same guidelines used for processing humanitarian reassignment or deferment requests under AFI 36-2110. Grant approval only when it is in the best interest of the Air Force. Submit requests according to [Attachment 8](#). The MAJCOM/DO reviews the request and makes the final decision. If approved, forward the case file to HQ AFPC/DPAOY, which will publish a DAF AO assigning ASC 00 (Disqualified-administrative reasons). The effective date of this order will be the date of the original order that suspended the member. HQ AFPC/DPAOY will forward a copy of the order to the HARM office. The HARM office will update the AO in ARMS, print an ARMS IDS, process an MPO terminating pay effective the day prior to the effective date of the AO that assigned ASC 08, and file the AO, MPO, and IDS in the member's FRF.

6.10. Aviation Service Requalification. MAJCOMs may requalify aircrew/parachutist members disqualified for non-permanent reasons when the impediment to aviation/parachutist service no longer exists. There is no obligation to requalify members, however, and approval is based on needs of the Air Force. Request requalification by submitting a letter IAW [Attachment 6](#).

6.10.1. Medical Disqualification. When a member is medically disqualified and is later medically certified for flying duty, use the following guidelines:

6.10.1.1. If the duration of medical disqualification was less than one year, the local medical authority certifies medical fitness. Requalification is immediate and an application is not required. On receipt of AF Form 1042, the HARM office publishes an AO effective the date of the AF Form 1042.

6.10.1.2. If the duration of medical disqualification was one year, but less than 5 years, the MAJCOM/SGPA must certify medical acceptability and the member must apply for requalification IAW [Attachment 6](#).

6.10.1.3. If the duration of medical disqualification was for 5 years or more, then AFMOA/SGZA (will change to AFMSA/SGPA in Aug 03) must certify medical acceptability and the member must apply for requalification IAW [Attachment 6](#).

NOTE: A former rated officer who has been medically disqualified as a rated officer, but can medically qualify as a non-rated officer aircrew member may request requalification for non-rated aviation service. The request must specify the requalification is to perform as a non-rated officer aircrew member.

6.10.2. Disenrollment from USAF Survival School. Refer to [Chapter 5](#).

6.10.3. Conscientious Objector Status or Noncombatant Status. Refer to [Chapter 5](#).

6.10.4. PRP Decertification. Refer to [Chapter 5](#).

6.10.5. Humanitarian Requalification. When humanitarian provisions are terminated, requalify or disqualify the aircrew member for aviation service under paragraph [5.8](#). or [5.9](#). Do not extend humanitarian disqualification beyond 24 months without initiating action to requalify or permanently disqualify the member. MPF monitors the status of the humanitarian deferment and advises the HARM office and AFPC/DPAOY on termination or cancellation. Once notified by the commander, the HARM office publishes an AO to requalify the individual IAW [Chapter 5](#).

Chapter 7

AIRCREW EVALUATION BOARD (AEB)

7.1. Purpose of Chapter. This chapter establishes procedures for convening, conducting, and processing an AEB.

7.2. Applicable to Whom. AEBs will be conducted for CEAs, non-rated officer aircrew members, and non-CEA enlisted aircrewmembers. CEAs, non-rated, and non-CEA personnel have an obligation to obtain aircrew qualifications and maintain professional aircrew standards. Accordingly, the inability to obtain and/or maintain qualification for aviation service is subject to review when a member's conduct or duty performance warrants.

7.3. When to Convene an AEB. The AEB is reserved for those cases when a Combat Mission Ready aircrew member, or previously qualified aircrew member in training, is recommended for removal from flying duties. Voluntary disqualification, fear of flying, substantiated drug abuse, failure to maintain professional standards, or other HQ USAF actions that indicate permanent disqualification are addressed separately in paragraph 5.7. and 6.6. with avenues other than an AEB for disqualification.

7.3.1. Reinstatement: Reinstatement of aviation service may be requested before an AEB. See paragraph 5.8. and 6.10.

7.3.2. Disqualification from aviation service is an administrative action designed to remove CEA, non-rated officers, and non-CEA enlisted personnel from aviation service for cause. An aircrew member will be recommended for disqualification upon failing to attain or maintain proficiency levels according to this instruction, AFI 11-202, AFI 11-401, and AFI 11-2 MDS specific instruction, or failure to complete annual physical examination requirements.

7.3.3. Lack of Proficiency. Cause exists to convene an AEB when an aircrew member shows a lack of proficiency. This may include a lack of knowledge or negligent violation of flying directives and procedures. This does not apply to aircrew members enrolled in formal flying training programs.

7.3.4. Failure to Maintain Training Standards. Failure to meet academic or flying standards while enrolled in a USAF or MAJCOM formal flying training course requires an examination of the aircrew member's potential for continued aviation service. Do not remove or disenroll an aircrew member from a formal flying training course without MAJCOM approval, and do not administratively withdraw an aircrew member from a formal flying training course if he or she is being eliminated for failure to meet training standards. The usual method of disenrollment is AEB action under this paragraph or AEB waiver. An AEB evaluates retention in (or removal from) training and qualification for continued aviation service.

7.3.4.1. Failure to meet academic or flying standards (i.e. failure to progress) while enrolled in an Initial Qualification Training (IQT)/Requalification Training (RQT), or Mission Qualification Training (MQT), requires an examination of the aircrew member's potential for continued aviation service. Do not remove or disenroll an CEA or previously qualified aircrew member from an IQT, RQT, or MQT course without MAJCOM/DO approval, and do not administratively withdraw a member from a formal flying training course when he/she is being eliminated for failure to meet training standards. The usual method of disenrollment is AEB action under this paragraph or

AEB waiver. An AEB evaluates retention in (or removal from) training and qualification for continued aviation service.

NOTE: Airsickness is not cause for medical disqualification unless there is evidence of organic or psychiatric pathology. However, aircrew members may meet an AEB under failure to meet training standards if airsickness interferes with flying duties and prevents completion of training. Forward aeromedical summaries of airsickness cases through medical channels to HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03), 110 Luke Avenue, Room 405, Bolling AFB DC 20332-7050. Do this before convening the AEB. The aircrew member may offer the results of any standard or experimental treatment program designed to treat airsickness as evidence. Do not use non-participation in an experimental program as evidence of a lack of desire to fly.

7.3.5. An AEB is not for punitive disciplinary action. It is not a substitute for action under the UCMJ or any other administrative directives.

7.4. Conducting AEBs. (See [Attachment 26-Attachment 38](#))

7.4.1. Board Action Overview. An AEB should review and discuss, in a fair and impartial manner, all information relevant to the crewmember's aircrew and professional qualifications. The board receives exhibits and hears testimony when all required parties are present, witnesses are sworn and subject to cross-examination, and the respondent may be represented by counsel. An AEB is not an adversarial proceeding. The respondent may request military counsel of his/her own choosing (if available), or civilian counsel (at his/her own expense). The military counsel's commander determines availability. (Rules for determining availability of counsel for courts-martial are not applicable to requests for counsel for an AEB.) Although the board adheres to semi-formal procedure, avoid informal conversation, comments off the record, and reference to extraneous matters. In closed deliberations, board members discuss and evaluate the evidence to develop findings and recommendations. Before adjournment, findings and recommendations are announced when all required parties are present. The convening authority and subordinate MAJCOM authorities review the AEB report before the MAJCOM commander takes final action. Apply these guidelines:

7.4.1.1. Appearance of more than one respondent before a board is prohibited.

7.4.1.2. The board does not make recommendations on disciplinary actions.

7.4.1.3. Recommendations of the AEB are advisory only and not binding.

7.4.1.4. AFI 51-602, *Board of Officers* does not apply.

7.4.1.5. If possible, do not include classified information in AEB proceedings.

7.4.2. Convening Authority Designations. A flying unit commander (wing or comparable level) normally convenes an AEB. MAJCOM commanders designate a convening authority, when required for individuals assigned to the MAJCOM or intermediate commands above wing or comparable level. The Chief of Staff may delegate the authority to designate a convening authority, but not lower than the Director of Operations, HQ USAF/XOO. Personnel designated as convening authorities by MAJCOM commanders or the CSAF (or CSAF's designatee) must be a commander, normally at wing level or higher. In appropriate circumstances, the CSAF may direct the convening of an AEB at any organizational level.

7.4.3. Membership Selection. An AEB must give a fair and impartial hearing. Ensure voting members have not been directly involved in the case and are the best-qualified aircrew members in the same

specialty and most senior enlisted members available. If necessary, commanders may request TDY assistance to make up the AEB. (Refer to AFI 51-1001 for information on funding for TDY members or witnesses.)

7.4.3.1. Voting members must be qualified for aviation service in an active ASC and be senior in rank to the respondent. Three voting members constitute a quorum. Appoint one additional non-commissioned officer to act as a nonvoting recorder.

7.4.3.2. Do not appoint the convening authority as a member of the board and do not appoint a judge advocate as an assistant recorder. A judge advocate may advise the recorder, but may not be present at board sessions.

7.4.3.3. A judge advocate may be appointed as a nonvoting legal advisor to advise on procedural matters and ensure the respondent receives a fair, impartial, and non-adversarial hearing.

7.4.3.4. A flight surgeon may be appointed as a nonvoting member when a medical problem may be a significant contributing factor in the case.

7.4.4. Establishing a Convening Date. Normally, convene the board within 30 days after the convening authority appoints the board ([Attachment 30](#)).

7.4.5. Respondent Notification and Acknowledgment. Notify the respondent in writing to appear before an AEB ([Attachment 31](#)). Notification includes why, when, and where the board will meet; witnesses to be called; rights of the respondent for representation by counsel; and the board's responsibility to arrange for the appearance of military witnesses requested by the respondent. State the basis for convening the board (paragraph [4.3.](#)) and all allegations. The respondent must reply within 48 hours (two duty days). The HARM office will be provided a copy of this notification. The HARM office will publish an AO assigning ASC 04 effective the date of the notification letter.

7.4.6. Voluntary Disqualification from Aviation Service in Lieu of AEB (VILO). After being notified of an AEB, the member may request voluntary disqualification from aviation service in lieu of the AEB. This is not to be confused with DOR as appropriate in formal training. No options for DOR exist after a member obtains CEA status, and VILO is only in lieu of AEB action. For VILO, the respondent makes an endorsement to this effect when acknowledging receipt of the notification letter. The respondent must prepare a request for VILO ([Attachment 33](#)), and submit it to the convening authority through the immediate commander within five workdays of acknowledging receipt of the AEB notification letter. If the convening authority approves the request for VILO, delay AEB action until the next higher approval authorities and the MAJCOM act on the request. If disapproved, resume the AEB proceedings immediately. The MAJCOM authority is the final decision authority for AEBs convened at the MAJCOM level or below. For AEBs convened by the convening authorities designated by the CSAf or CSAF's designatee.

7.4.6.1. Forward the VILO request and documentation, including exhibits required by paragraph [7.4.8.](#), through normal AEB processing channels to the "MAJCOM" (or the CSAF's designatee in the case of an Air Staff level respondent) commander. The review process and administrative requirements are the same as those required for a report of AEB proceedings. Although the MAJCOM commander is the final approval authority, reviewing authorities at any level may disapprove the request and direct an AEB. Approved VILO packages will be forwarded to HQ AFPC/DPAOY, which will publish a DAF AO revoking ASC 04 and assigning ASC 05. This AO will have the same effective date as the original AO which suspended the member.

NOTE: Do not recommend approval of a VILO unless the supporting documentation clearly shows an AEB would recommend disqualification.

7.4.6.2. VILO approval permanently disqualifies a CEA, non-rated officer, or non-CEA aircrew member from aviation service, prohibits the member from wearing the aviation badge associated with the VILO, and makes the aircrew member immediately available for involuntary separation or reassignment to non-flying duty, as determined by the needs of the Air Force.

7.4.7. AEB Waivers. A member or a convening authority may request an AEB waiver. For previously qualified CEAs enrolled in formal training programs who were previously qualified in another aircraft, the convening authority will submit or forward waiver requests through command channels only when convinced the reviewing authorities would recommend the member remain qualified in the aircraft which he/she was previously qualified in. If there is any doubt regarding potential for continued CEA service, direct an AEB. AEB waivers will be forwarded through command channels to the MAJCOM commander. Reviewing authorities at any level may deny the waiver request and direct an AEB. MAJCOMs determine administrative processing and review procedures. Do not delegate approval authority below MAJCOM/DO (or equivalent). Exception: 19 AF/CC is the waiver authority for AETC pipeline students.

7.4.7.1. The convening authority will notify the respondent in writing that an AEB waiver is being requested and directs the HARM office to suspend the member's aviation service. The HARM will publish an AO assigning ASC 04 effective the date of the commander's letter and terminate flight pay. The respondent must reply in 2 duty days. The member has the option of requesting an AEB be conducted.

7.4.8. Submitting Evidence and Exhibits – General. AEBs require evidence that accurately fixes dates, places, persons, and events. All reasonable available evidence must be examined, such as:

7.4.8.1. Sworn testimony by witnesses appearing before the board.

7.4.8.2. Depositions.

7.4.8.3. Certificates of officers and affidavits of enlisted personnel and civilians.

7.4.8.4. Original or authenticated copies of records and documents.

7.4.8.5. Medical Record. DD Form 2808, Report of Medical Examination, and DD Form 2807-1, Report of Medical History, or other valid forms appropriate for the medical examination, certifying medical qualification for flying duty in the requested rating, completed within the past year. MAJCOM SG will validate all medical forms submitted meet AFI 48-123 medical standards.

7.4.8.6. Other writings and exhibits, such as reports of Faculty Boards. In a rehearing, furnish the new board a copy of the prior board's report, less prejudicial material as determined by the servicing staff judge advocate. Include findings and recommendations.

7.4.8.7. When using publications, instructions, or regulations as exhibits in the case file (for example, aircraft technical orders, Air Force instructions, syllabi, etc.), submit only the applicable pages. Annotate the publication or instruction number, title, date, change number (if applicable), and page number on the exhibit.

7.4.9. Mandatory Exhibits. The AEB report must include certified copies of:

7.4.9.1. DD Form 2808, Report of Medical Examination; the physical must be current as outlined in AFI 48-123.

7.4.9.2. AOs awarding aircrew member badge and ASC.

7.4.9.3. Any orders disqualifying the aircrew member from aviation service or imposing restrictions on aviation service.

7.4.9.4. The respondent's current ARMS IDS, IFR, ITS, and FHR.

7.4.9.5. Those parts of the FEF documenting the aircrew member's qualification history, such as AF Form 942, Record of Evaluation, and AF Form 8, Certificate of Aircrew Qualification, and AF Form 1381, USAF Certification of Aircrew Training.

7.4.9.6. Training records, to include formal school training summaries.

7.4.10. Respondent's Responsibilities and Rights To Review Evidence. Give the respondent a chance to review all documents submitted as evidence. This may be accomplished before the board convenes. The recorder is responsible for providing all information relevant to the case.

7.4.11. Use of Evidence by the Board. AEBs are not bound by the formal rules of evidence prescribed for trials by courts-martial. However, a general observance of these rules promotes orderly procedures and a thorough investigation. The fact that evidence would not be admissible in a judicial proceeding does not preclude its use in an AEB.

7.4.11.1. The decision as to proof of authenticity rests with the senior board member. The board may dispense with formal proof of authenticity if it is impractical to produce a witness to identify the document. In most cases, authenticity may be established by stipulation. Copies are acceptable as exhibits if and when each copy has been authenticated by the recorder. (See Rule 1004, Federal Rules of Evidence.) Copies of public record are sufficiently authenticated when obtained by, or for, the board.

7.4.11.2. The recorder and respondent (or the respondent's counsel) may make a written or oral stipulation regarding any fact or expected testimony of a particular witness as if that witness testified at the hearing. However, the stipulation need not be accepted by the board and should not be accepted if any doubt exists as to the respondent's understanding of it or of the consequences of its admission.

7.4.11.3. If documentary evidence provides information relative to the matters being considered and such certificates, affidavits, depositions, or stipulations are accepted as exhibits during board proceedings, it is not necessary to reestablish such points in actual testimony. However, a witness should identify any evidence the witness originated.

7.4.12. Evidence Leading to Additional Allegations. Review all facts relative to an aircrew member's flying qualifications. If facts are made available that do not allude to the allegations in the notification letter, follow the procedure in [Attachment 38](#). If evidence indicates lack of supervision or supervisory error, explore the subject and consider it for inclusion as a board finding.

7.4.13. Calling Witnesses. Call military witnesses to appear if they are reasonably available and can present material evidence. If not reasonably available, depositions or telephonic testimony are acceptable. If using telephonic testimony, include a transcript in the report. Although civilian witnesses may

appear, an AEB cannot compel their attendance. (Articles 46 and 47, UCMJ, do not apply to proceedings of AEBs.) Unless specifically authorized, the government does not reimburse a civilian witness. Commanders who exercise review authority will not participate in the review process if called as a witness during the AEB proceedings.

7.4.14. Who Will Attend AEB Sessions. During all AEB proceedings except closed sessions, a reporter or stenographer, a recorder, and the respondent with counsel are present.

7.4.14.1. Witnesses are in the boardroom only when presenting evidence.

7.4.14.2. AEBs are closed administrative proceedings. Spectators should not be present.

7.4.15. Administering Oaths. Any member of an AEB can administer oaths; however, this duty is usually delegated to the recorder.

7.4.15.1. AEB members need not be sworn.

7.4.15.2. The reporter and each witness are sworn.

7.4.16. Challenging Board Members (**Attachment 34**). The respondent may challenge voting members for cause. The burden of sustaining a challenge is on the respondent, and the board may take testimony on the challenge in open session.

7.4.16.1. Disputed challenges are voted on by the voting board in closed session with the challenged member excluded. A majority vote is required to sustain a challenge. Challenged member is disqualified from voting on ties. The remaining members constitute the board, except additional members are detailed when the board is reduced below a quorum. Peremptory challenges are not authorized.

7.4.16.2. If it is necessary to replace a member, the hearing proceeds after the opportunity to challenge the new member has been afforded the respondent. If recorded, all proceedings will be played back for the new board member. The respondent, respondent's counsel, recorder, and legal advisor have the option to be present when the tapes are played. If proceedings have been transcribed, the new board member should read the record. The new board member must certify in writing he or she has listened to, or read, the complete record.

7.4.17. Soliciting Testimony. The respondent may not be compelled to testify. However, the respondent, or the respondent's counsel, is allowed to cross-examine all witnesses, call witnesses, and present evidence in the respondent's behalf. At any time during the proceedings, the respondent or counsel may submit a written brief covering any of the matters under investigation. Give the respondent full opportunity to answer all allegations before concluding the proceedings.

7.4.18. Profession of Fear of Flying. If an aircrew member professes a fear of flying in testimony before an AEB, the board adjourns while the member is counseled (see paragraph **5.7.1.3**). After counseling, give the member an opportunity to retract the fear of flying statement. If retracted, the board resumes and it is made a matter of record. If the aircrew member does not retract the fear of flying statement, the board ends its proceedings, and fear of flying disqualification procedures are initiated IAW para **5.7.1.3.3**.

7.4.19. Reviewing Previous Flying History. Regardless of the reason for convening an AEB, the board's recommendations are based on facts including all available evidence of the aircrew member's flying history, to include formal training. During proceedings, determine whether the respondent previously submitted a voluntary request for suspension or disqualification for aviation service. Determi-

nation is also made on whether the respondent previously met an AEB or Faculty Board that resulted in elimination from a course of training related to the aeronautical badge possessed.

7.4.20. Board Findings. On completion of the hearing, clear the boardroom except for voting board members. Any phase of the hearing may be revisited, however, any reexamination of witnesses must be done in open session.

7.4.20.1. The board should consider extenuating circumstances surrounding the case that may indicate whether the respondent had control over the factors involved.

7.4.20.2. To resolve conflicting evidence, the board uses their professional knowledge, best judgment, and common sense. Each finding must be supported by a preponderance of evidence. For example, findings that state a member cannot safely perform CEA duties must include specific information to support this conclusion. With evidence of unsafe past performance, continued unsafe performance may be reasonably inferred providing rationale for recommending disenrollment from training and permanent disqualification.

7.4.20.3. Findings include comments on each allegation or point in question. Each finding is stated separately in brief, clear language to include dates, times, places, and events.

7.4.20.4. An AEB convened to revalidate or requalify for aviation service states in its findings whether the respondent was qualified for aviation service when the individual's records were invalidated. This includes indicating if the individual holds a currently effective aeronautical rating, is medically qualified for aviation service, and was qualified for aviation service when the individual's orders were invalidated.

7.5. Board Recommendations. Recommendations must be consistent with the findings. The AEB's basic charter is to determine whether or not an aircrew member has the potential to continue in USAF aviation service. Except as noted below, AEBs only address the respondent's qualification for aviation service, i.e., remain qualified or be disqualified. AEBs do not make recommendations regarding follow-on assignments. However, the AEB may address this in its findings. AEBs may make the following additional recommendations:

7.5.1. If the AEB was convened as a result of an aircrew member's inability to meet standards while enrolled in a formal flying training program and the board recommends the member remain qualified, it may also recommend the member be reinstated in training. Do not make any recommendation on training unless this is the case.

7.5.2. An AEB, or any subsequent authority in the AEB review process, may recommend the respondent be prohibited from wearing the aviation badge. This recommendation is appropriate only when: (a) an individual is disqualified for discrediting the badge through misconduct or willful violation of flying regulations or procedures, (b) cowardice, fear of flying, or refusal to fly in combat, or (c) when the aircrew member fails to become a productive member of the aircrew force through factors over which he or she has control—to include attempts to resign from training, attempts to impose limits on service, and/or failure within specialty clearly due to lack of effort or motivation. If an AEB recommendation is to prohibit wearing the aviation badge, separation action according to AFI 36-3206 should be considered with respect to the needs of the Air Force.

7.5.3. An AEB convened because of extended suspension or disqualification for aviation service may only recommend that the AOs be revalidated or the individual be requalified for aviation service.

7.5.4. A minority report is appropriate if there is disagreement among board members. A minority report may address findings, recommendations, or both. In such cases, ensure the AEB report shows the scope and content of the minority report, as well as which members support the minority opinion.

7.5.5. Recommendations To Disqualify. The best interest of the Air Force is the prime criterion when evaluating each case.

7.5.5.1. Do not base a recommendation to disqualify on a single incident disregarding an otherwise sound record. However, if the incident demonstrates unacceptable performance or an intentional disregard of regulations or procedures, a recommendation to disqualify is appropriate.

7.5.5.2. If an aircrew member has marginal potential (e.g. cannot upgrade, has a history of poor check ride performance, or requires continuous additional supervision), recommend disqualification.

7.5.5.3. Disqualification is appropriate for aircrew members who attempt to DOR from formal training, or attempt to place limits on their service or future assignments.

7.6. The AEB Review Process.

7.6.1. Review for Legal Sufficiency. The convening authority's staff judge advocate will review the report for legal sufficiency. The staff judge advocate limits comments to sufficiency of evidence and compliance with procedural requirements and does not make recommendations regarding the respondent's CEA qualifications. When an AEB is convened below the MAJCOM, the MAJCOM staff judge advocate should conduct an additional legal review. When an AEB is convened at MAJCOM level or above, then the Air Force staff judge advocate should conduct a legal review.

7.6.2. Action by Convening Authority. After reviewing the report and the review for legal sufficiency, the convening authority adds comments and recommendations. If the convening authority does not concur with the findings or recommendations, identify the areas of contention and explain the reasons for non-concurrence. If lack of supervision or a supervisory error is a finding, include a statement regarding the corrective action. The convening authority may find the aircrew member unsuited for duty in a particular aircraft, role, or mission and make recommendations regarding follow-on assignments. After making recommendations, the convening authority forwards the report (with original transmittal letter and attachments) directly to the MAJCOM for review. (When the respondent is an ANG resource or mobilization augmentee, forward to the Director, ANG, or USAFR, as appropriate. Provide the active duty MAJCOM a copy of all documentation.) In addition, send one copy of the complete report to each reviewing headquarters.

7.6.3. Reviewing Authorities and MAJCOM Command Review. Each level in the command chain reviews the report. Reviewing authorities may direct an additional review for legal sufficiency before making their recommendation. Reviewing authorities may determine the aircrew member is unsuited for duty in a particular aircraft, role, or mission, and may make recommendations regarding follow-on assignment. To expedite the review process, accomplish preliminary staff reviews pending receipt of subordinate commander's recommendations. Reviewing commanders need forward only their comments and recommendations.

7.6.4. Non-concurrence With AEB Recommendation. Reviewing authorities must specify reasons for non-concurrence.

7.6.5. Reconvening and Rehearing. Any reviewing authority may direct reconvening an AEB or a rehearing (a new board). (See paragraph 7.8. for special administrative suspense instructions.) Reconvening an AEB is appropriate if the board did not comply with procedures in this chapter, or new evidence that could affect the findings and recommendations is brought to the attention of the convening or reviewing authority.

7.6.6. Submitting New Evidence (After the Board). If a reviewing authority receives additional evidence before forwarding recommendations to the next higher authority, review the evidence and have the convening authority reconvene the board if appropriate.

7.6.6.1. If the board is reconvened, the respondent must be given enough time to prepare (no more than 10 days).

7.6.6.2. If the board is not reconvened, forward the evidence, or a summary with recommendations, to the NAF and MAJCOM. Include a statement with the reasons for not reconvening the board.

7.6.6.3. If the convening or reviewing authority receives additional evidence after forwarding recommendations to the next higher reviewing authority, notify the higher reviewing authority immediately.

7.6.7. When to Order a Rehearing. A rehearing is appropriate if any review for legal sufficiency determines there was prejudicial error to the substantial rights of the respondent that occurred in the proceedings.

7.6.8. Final Action on the Board. The MAJCOM commander is the final decision authority in an AEB.

7.6.8.1. The respondent's MAJCOM will review the AEB report and all recommendations before determining final action. For active duty aircrew members attending a formal flying training course in AETC, HQ AETC/CC will be final approval authority for all AEB and waiver of AEB actions.

7.6.8.2. For AEBs convened for cause involving ARC aircrew members, including those on active duty for training, the NGB/CF or HQ USAF/RE (as appropriate) ARC commander makes the final AEB decision.

7.6.8.3. When a board is convened as a result of failure to meet training standards, the MAJCOM commander conducting the training may discontinue processing of the AEB and direct the respondent to resume training. If the decision is to disqualify the aircrew member, forward the report and all recommendations to HQ AFPC/DPAOY, which will publish a DAF AO assigning ASC 05 (Disqualified, AEB). HQ AFPC/DPAOY will then forward the AO to the HARM office to enter in ARMS, print an IDS, and file the IDS and AO in the member's FRF.

7.7. Functions and Duties of Board Members.

7.7.1. Convening Authority Responsibilities. The convening authority determines if AEB action is appropriate. If waiver of an AEB is approved, forward a copy of the approved waiver letter to HQ AFPC/DPAOY and the member's HARM office to file permanently in the member's FRF.

7.7.1.1. When an AEB is appropriate, the convening authority:

7.7.1.1.1. Selects the aircrew members for the board IAW paragraph 7.4.3.

7.7.1.1.2. Directs the board recorder to notify the respondent of the AEB action ([Attachment 31](#)).

7.7.1.1.3. Directs the HARM office to notify the appropriate authorities and publish a SO IAW AFI 33-328 appointing the AEB members ([Attachment 30](#)). Number SOs beginning each fiscal year with SO-001.

7.7.1.1.4. Directs the HARM office to publish an AO assigning ASC 04 to the respondent ([Attachment 28](#)), terminate incentive pay, and ensure member receives a copy of AO and is notified of the suspension ([Attachment 27](#)).

7.7.1.1.5. Notifies the senior board member of the circumstances of the AEB and directs the board to convene at the earliest practical date ([Attachment 32](#)). If additional time is required, forward an explanation for the delay and the planned convening date to the MAJCOM/DO.

NOTE: If unable to convene a suitable board because of exigencies of the military situation, the convening authority's immediate commander may appoint a board or authorize the appointment of aircrew members under the immediate commander as members of a board convened by the referring commander.

7.7.1.2. Ensure a report is prepared and reviewed for legal sufficiency as soon as possible after the board adjourns. After reviewing the report take appropriate action.

7.7.2. Senior Board Member (SBM) Responsibilities.

7.7.2.1. The SBM is a voting member and the final authority regarding the conduct of the board. The SBM will specify the time and place for the AEB, evaluate any respondent requests for delay to allow time to secure witnesses or evidence, brief the recorder of his or her responsibilities, and turn over all documents, evidence, and correspondence relative to the case.

7.7.2.2. The SBM will convene and close the board ensuring it is conducted in an orderly manner. Any voting member that has been challenged and sustained or cannot give a fair and impartial hearing will be excused. The respondent's rights will be defined and explained before he or she is allowed to present their side of the case. The SBM will also assist in witness examination and rule on admissibility of evidence and questions of order or procedure.

7.7.2.3. After closing the board hearings, the SBM will ensure any findings are clearly supported by the evidence and recommendations are consistent with the findings and within the limitations of the board's authority. After the findings and recommendations are determined they will be announced in open session and the board adjourned. The AEB report will be prepared and signed by all members.

7.7.3. Board Member Responsibilities. Board members will review AFI 11-402 and all evidence made available by the recorder. During the hearing, listen and ask questions to make sure evidence is fully developed and all facts are identified. In closed session, review the facts to arrive at findings and recommendations.

7.7.4. Advisory Board Members (Non-Voting). Non-voting members give advice in open sessions only. If advice becomes necessary during a closed session, open the board and obtain it with all parties present.

EXCEPTION: If the board needs assistance solely to put findings or recommendations into proper form, the legal advisor and reporter may enter the closed session. Board members will not engage in

discussion with the legal advisor and the proceedings will be recorded and added to the AEB transcript.

7.7.5. Recorder's responsibilities. The recorder is responsible for AEB administrative duties. Use the Checklist for AEBs ([Attachment 38](#)) and ensure all items are accomplished. Although the recorder prepares the case and conducts examination of witnesses, the recorder is not an adversarial role. To perform recorder duties, relieve the recorder from all other duties.

7.7.5.1. Pre-hearing Preparations. Before the board convenes, the recorder will notify the respondent to appear using [Attachment 31](#) and become familiar with the investigation and pertinent directives. The recorder is to ensure all members of the board, witnesses and reporter are informed as to the time and place of the board. Any changes will be coordinated with all parties. All pertinent instructions, regulations, directives, manuals, records, evidence, and correspondence will be gathered and available for board members and respondent to review. Conduct interviews to identify witnesses and take notes of expected testimony. If a witness cannot appear before the board, the recorder obtains testimony by deposition, certification, or affidavits. If the recorder discovers facts that were not recognized in the original allegations but bear on the respondent's qualification for aviation service, bring these to the convening authority's attention. If the convening authority elects to include additional allegations, advise the respondent and allow time to prepare. Inform the SBM when pre-hearing administrative actions are completed.

7.7.5.2. During board proceedings, the recorder will enter the following government exhibits: orders appointing the board as exhibit 1, the letter directing the SBM to convene the AEB as exhibit 2, and the respondent's notification and endorsement as exhibit 3. After administering the oath to the reporter, the recorder will state the purpose and indicate for the record the names of all members present as well as those who have been excused or absent. The legal qualifications of the respondent's counsel are determined and the respondent is informed of the allegations and the appropriate sections of this chapter are read aloud for the record. If necessary, advise the respondent of testimonial privileges under Article 31, UCMJ. The recorder will examine witnesses and present evidence relating to the respondent's professional qualifications.

7.7.5.3. Post-hearing Duties. Following the board, the recorder will supervise preparation, and perform an audit of, the AEB report. A transmittal letter ([Attachment 37](#)) will be prepared and all copies of the report will be signed by every voting and non-voting member.

7.7.6. Questioning Witnesses. The transcript of testimony is an essential part of the review of the AEB, which leads to the final decision. Facts supporting the findings and recommendations must be clearly established. Therefore, make sure all evidence is fully developed. Although a specific series of questions cannot be formulated, review all evidence and prepared questions in advance to ensure all points are covered without requiring hearsay responses. The questions should be restricted to one subject at a time and progress logically into the next subject area. Avoid unfamiliar words that may not be understood and allow the witness to completely answer before asking another question. Apply the cardinal rule of determining what, when, where, why, how and who.

7.8. Administrative Instructions. (See [Attachment 36](#))

7.8.1. AEB Suspenses. Process the AEB report as soon as possible. Recommendations are due at the MAJCOM within 60 workdays after the board adjourns. MAJCOMs may authorize additional time for unforeseen circumstances. When extensions are granted, include the reason for delay in the trans-

mittal letter to the MAJCOM. MAJCOMs establish procedures to expeditiously notify a respondent of the final decision in the AEB process. As a guide, inform the respondent within five duty days after making the final decision.

7.8.2. Disposition of Reports. Distribute and forward reports for review. Refer to AFMAN 37-139 for reports disposition.

7.8.3. Review of Special Cases. Command review and recommendations concerning AEBs vary slightly under certain circumstances. When the respondent is:

7.8.3.1. Attached to an organization for flying only, is a member of a tenant unit or a unit without convening authority, the convening authority makes recommendations and forwards the report to the respondent's immediate commander. The commander reviews the proceedings, makes recommendations, and forwards the report for review within command channels.

7.8.3.2. TDY to a formal training course, the report and recommendations are reviewed and final action is taken within the command conducting the training. Ensure the parent/gaining MAJCOM and home unit of the individual are provided courtesy copies of all AEB actions.

7.8.3.3. For mobilization augmentees of the Air Force Reserves, the report and recommendations are reviewed within the command channels of the gaining command. After making the final decision, the MAJCOM commander concerned informs HQ ARPC/DPROR, Denver, CO 80280-4000.

7.8.3.4. A reserve aircrew member on extended active duty (EAD) for flying training and projected to return to a non-active duty flying unit on graduation, the convening authority makes recommendations and forwards copies of the board report for final decision by AFRC (forward to: HQ AFRC /DOT, 1XX 2nd Street, Robins AFB GA 31098-6001), or the Director, Air National Guard (forward to: ANGRC/XOO, **Address**, Andrews AFB, MD 20331-5157).

7.8.4. Reconvening or Rehearing the Board. When reconvening or rehearing is directed after forwarding the proceedings for review, the reviewing authority who directs the action notifies each recipient of the report and requests each copy be promptly returned to the convening authority.

7.8.4.1. When a board is reconvened, all correspondence and additional transcripts of testimony, exhibits, findings, recommendations, and reviews for legal sufficiency are added to the initial report for submission to reviewing authorities under a new transmittal letter.

7.8.4.2. In a rehearing, the original report (less prejudicial material) becomes an exhibit for the new board.

7.9. Assignment After AEB. If the MAJCOM commander determined the aircrew member should remain qualified for aviation service, the MAJCOM/DP will make every attempt to retain the CEA, non-rated officer, or non-CEA member in an aircraft within that command. Transfer to another MAJCOM should occur only for overseas command, if the aircrew member's DEROS would make retraining not cost effective. This procedure includes waiver of AEB cases.

Chapter 8

AVIATION SERVICE OF OPERATIONAL SUPPORT FLIERS

8.1. Purpose of Chapter. This chapter establishes procedures for operational support (ops support) flying. HQ USAF/XOOT reviews and approves all ops support allocation requirements submitted from the MAJCOMs each fiscal year.

8.2. Applicable to Whom. Operational support flying applies to non-aircrew personnel required to perform temporary in-flight duties not associated with the aircraft's primary mission, which cannot be accomplished by rated, CEA non-rated officer or non-CEA aircrew members assigned to the aircraft's crew complement IAW AFI 65-503. Additional duties may be to support in-flight diagnostics of aircraft or equipment malfunctions that cannot be duplicated on the ground, provide additional medical assistance on emergency medical evacuations, provide additional support on air-to-ground surveillance missile convoys, or to develop and in-flight test specific hardware items when such testing cannot be duplicated on the ground. Ops support may apply to specialties that require members to fly and perform temporary in-flight duties. Participation in aviation, however, is a special duty for the particular career field. Ops support fliers may be required to fly on an occasional to frequent basis. Their assigned, career field full-time duties, however, do not require them to be on board the aircraft for the *aircraft* to accomplish its assigned primary mission. The following provisions apply to active USAF personnel. The ARC may adopt similar procedures to meet their requirements; such procedures, however, must not be less restrictive than identified in this chapter or DoDFMR.

NOTE: Ops Support personnel are not authorized wear or award of the non-rated or non-CEA aircrew member badge (see paragraph 9.4.2.)

8.3. Procedures.

8.3.1. Flying unit commanders submit ops support requirements when primary aircrew members (rated, CEA, or non-rated officer or non-CEA aircrew) are not qualified or available to accomplish specific in-flight duties. Functional managers of required DAFSCs to perform ops support flying will coordinate their requests with commanders of the flying units they will support. MAJCOM and AF career field managers must also coordinate on requests prior to submission to HQ USAF/XOOT. **Exception:** HQ AMC manages the Critical Care Assistants Technician program and HQ ACC manages the High

Altitude Airborne Mission Support (HAAMS) program. They will request man-months for these programs directly to HQ USAF/XOOT. Once CCAT and HAAMS are approved, HARMs will be notified of their CCAT or HAAMS authorizations.

8.3.1.1. Commanders do not request ops support man-months for officers required to perform in-flight non-crew duties authorized to fly using FAC 8 IAW AFI 11-401. Although they will be assigned an ASC 9C, FAC 8, flying will not fall under a unit's man-month utilization. Commanders will request this separate, using the TDY orders to perform this duty and the HARM will process AOs (if applicable) IAW AFI 11-401 for the period of required duty only.

8.3.1.2. Ops support requests are not authorized to provide HDIP to personnel who fly as passengers. This includes mission essential ground personnel required to accompany aircraft during

deployments to perform preflight or post-flight duties. Example: Combat Controllers do not have in-flight duties. Do not request ops support status.

8.3.1.3. To provide HDIP as an incentive or reward for performing other than in-flight duties.

8.3.1.4. To allow individuals to fly solely for pay.

8.3.1.5. To provide a member HDIP who is currently authorized special duty assignment pay for performing other in-flight non-aircrew related duties. For example: Flying crew chiefs, security police, etc..

8.3.2. Ops support fliers must be medically qualified according to AFI 48-123 (prior to AO being published/effective), and complete physiological training before flying. DNIF status does not preclude publication of an AO when member has a current physical; however, member cannot fly until cleared from DNIF. The member is not authorized to log flying time during a period they were DNIF and not authorized to perform ops support duties.

8.3.3. Do not enter any member with a record of drug abuse into ops support flying duties.

8.3.4. Officers and enlisted members on AOs, who perform ops support flying duties according to this instruction and AFI 11-401 are entitled to HDIP as prescribed in the DoDFMR 7000.14-R, Volume 7, Part A. Since ops support fliers perform in-flight duties on an as needed basis, they are entitled to HDIP only for the month or portion of months in which they are required to fly and meet the minimum flying hour requirements.

8.3.4.1. For officers authorized FAC 8 status, use the effective and termination dates of the duty orders required to perform in-flight non-crew duties. FAC 8 status terminates upon completion of required flying duties when the member returns to their primary full-time duty. For example: General Hernandez, a nonrated officer is assigned to an API 0 090G0 DAFSC UMD position. He is tasked to perform Air Battle Staff duty for the period of 15-19 Jun 2002. The HARM will process an AO to authorize General Hernandez to perform these duties effective 15 June and terminating 19 Jun 2002. Process HDIP IAW AFI 11-421 for the duty period (if otherwise qualified); OFDA and ACIP are not authorized for these duties. For rated officer, ASC remains unchanged with a FAC 8 during this period; for non-rated officer approved use of FAC 8 IAW AFI 11-401 is authorized and the HARM will assign ASC 9C. Both rated and nonrated officers log "FZ" flight authorization aircrew certification code on the AFTO 781.

8.3.4.1.1. Ops support fliers (ASC 9C) "only" log primary time when actually performing in-flight duties IAW AFI 11-401. When not performing duties, they will log other time. Duties must be logged on the AFTO Form 781 and certified by the Aircraft Commander.

8.3.4.2. Ops support members normally perform their primary career field specialty and are already qualified (ie. medical technicians, test analysts); therefore they do not normally have in-flight aircrew training requirements and do not log time for training. Exception: Ops support members authorized to perform in-flight medical support duties associated with operating equipment may log one man-month (as many missions as needed in that month) per quarter for the purpose of training on that equipment, providing a real-world mission was not flown that quarter. For example: hoisting passengers, hooking up or operating medical equipment in-flight; etc. Others may request non-interference flying AOs IAW AFI 11-401 to obtain familiarity of the aircraft or may obtain access to an aircraft on the ground for the purpose of simulation training.

8.3.4.3. Operational support fliers on AOs under the man-year program cannot bank flight time. For example: SMSgt Wyatt, a medical technician was on AOs for the periods 1 – 31 Jan 03 and then again for 1 Feb – 28 Feb 03. SMSgt Wyatt logged 8.5 hours of primary time in Jan and 1.0 hour in Feb. SMSgt Wyatt is only authorized HDIP for the period of 1 – 31 January 03.

8.3.4.4. For officers required to perform air battle staff or mission crew commander not managed under the man-month program, authorized to use a FAC 8, process AOs IAW AFI 11-401, Chapter 2 and HDIP IAW AFI 11-421 for period the member is required to fly as determined by the temporary duty orders (if otherwise qualified). These officers (only) may have their AO period cover more than a month or portions over two months. For example: Colonel Blinn is an inactive rated pilot with a current ASC 6J was tasked to go TDY to Tinker AFB to perform airborne emergency action officer duties from 20 March 03 through 5 April 03. Colonel Blinn's commander requested the HARM to process AOs authorizing 6J status for the period of the TDY. The HARM processes an AO assigning Col Blinn ASC 6J and FAC 8 effective 20 March 03, terminating 5 April 03. Col Blinn logged 20 hours of primary time and is entitled to HDIP from 20 March through 5 April 03.

8.3.4.5. Do not submit the AO (military pay order) to finance authorizing flight pay until minimum flying hour requirements have been met for the month (or period) the member was on AOs and duties were authorized.

NOTE: MAJCOMs will not authorize the use of operational support fliers when in-flight duties will be to: assist in flight crew duties (anti-hijack procedures, emergency egress, in-flight inspection of people or equipment, verification of aircraft equipment, passenger safety, escort duty, security of documents, etc.), perform routine administrative duties, conduct evaluation of equipment and personnel, perform routine maintenance (such as serving hydraulic systems, "trouble-shooting" equipment, etc.), mission essential ground duties, or perform equipment inventories. Refer to AFI 11-401 under non-interference flying for other options.

8.4. Qualification for Aviation Service. Flying unit commanders direct the HARM office responsible for maintaining the member's flight records to enter and terminate a member's ops support flying status based on requirements to perform such duty using approved man-year request authorizations. Exception: Medical unit commanders process requests to the member's HARM when tasked by HQ AMC to support CCAT missions and operations support commanders process requests to the HARM when tasked to support HAAMS missions.

8.5. Aviation Service Termination.

8.5.1. Terminate aviation service when:

8.5.1.1. The project, temporary duty orders, or mission that justified ops support status is completed, canceled, or delayed excessively.

8.5.1.2. The member is no longer available or qualified to fly.

8.5.1.3. Required by the unit to remain within its allocated man-years (paragraph 8.7.).

8.5.2. Remove ops support fliers from aviation service when they are in extended TDY status that does not involve flying.

8.5.3. Remove ops support fliers from aviation service when they were only required to perform flying duties based on temporary duty status, when member returns to home station. For ops support fly-

ers required to only perform in-flight duties off-station, their AOs are only effective for the period required to fly, not to exceed the end of month.

8.5.4. Due to the limited aviation involvement of an ops support flier, disqualification is usually not appropriate. When reason exists to preclude a member from future aviation service, action may be initiated according to [Chapter 5](#).

8.6. Preparing AOs. Flying unit commanders submit requests to the HARM office for AOs to enter non-aircrew (rated or CEA) officers and enlisted members into ops support status to support a unit's mission needs. Exception: Commanders must justify the requirement before designating specific members to perform ops support tasking. For CCAT or HAAMs missions, once tasked by HQ AMC or HQ ACC, medical or operations support squadron commanders submit AO requests to the HARM office.

8.6.1. The commander reviews the member's past aviation service, and certifies the member's medical qualification, completion of physiological training (if applicable), security clearance (type required for that aircraft) and requirement to perform temporary in-flight duties.

8.6.2. The HARM office confirms man-years are approved/available in the applicable DAFSC.

8.6.2.1. The HARM office will enter approved man-month allocations by AFSC, in the ARMS database. The HARM will develop a system to track and monitor the utilization of man-months for ops support flyers, as will the unit that requested the members. Utilization data must be submitted with the next fiscal year ops support request.

8.6.2.2. Since HQ USAF and MAJCOMs review and allocate ops support requirements on a fiscal year basis, commanders are not authorized to exceed their units man-year allocation.

8.6.3. The HARM office prepares AOs and assigns ASC 9C (ops support).

8.6.3.1. AOs authorizing ops support status are effective on a monthly basis, unless on specific orders to perform required in-flight duties based on temporary duty orders. Unless an earlier termination date is known, these AOs terminate on the last day of each month. For example: SSgt Chafin only performs in-flight duties while in TDY status. Therefore, if approved for man-months, AOs may only be effective for the period of the TDY order to perform the temporary in-flight duties, not to exceed the end of the month. Members who are required to perform duties at home and off-duty station AOs remain in effect for the whole month (if otherwise qualified). Orders are effective once the commander's certification and validation are complete. Unit commanders may request members be placed on AOs for a minimum of one day or not to exceed one month. Regardless of hours flown however, a member may not be authorized HDIP prior to or after the effective period of the AO.

8.6.3.2. When the AO expires, the HARM office removes the member from aviation service and assigns ASC 06. If expiration occurs at the end of a month, the HARM office may publish a subsequent AO effective the first day of the following month to re-initiate flying status if the member's commander notifies the HARM and there are man-months available in the member's AFSC.

8.7. Validation of Ops Support Requirements and Man-Year Management. HQ USAF/XOOT allocates new and recurring man-year requirements to the MAJCOMS on a fiscal year basis and supplemental on a semi-annual basis (when requested).

8.7.1. MAJCOM DOTs validate, allocate, and distribute new, recurring, and supplemental man-year requests for all command units. MAJCOMs compile the individual unit requests after the units forward them through command channels. All level of reviews are required to evaluate requests based on the previous year's utilization and compliance with ops support requirements of this chapter. Any level of review may deny or reduce a request due to insufficient justification, utilization statistics, or failure to meet submission requirements listed in paragraph 8.7.1.1. through paragraph 8.7.1.4.

8.7.1.1. Operational flying units prepare requests for man-years according to [Attachment 9](#) and [Attachment 10](#). Requests that do not list the requirements of the attachments will be turned down for insufficient justification. Each HARM office reviews the request and forwards it to the MAJCOM/DOT to arrive by 15 June. Geographically separated units submit requests through the host base HARM office.

8.7.1.2. MAJCOM/DOTs validate requests and request man-year allocations to support flying mission requirements. MAJCOMs review reports based on sufficient justification and utilization statistics. For recurring requests, request man-year allocations only if the utilization statistics warrant. For example, if utilization statistics indicate an individual flew four hours per month during eight months the previous year, allocate eight months for the upcoming year unless the unit provides documentation indicating a requirement for additional man-months. Return requests that do not contain the required information. MAJCOMs consolidate man-year requirements into two categories, an officer requirement (Officer Operational Support Man-Year Requirements Report, RCS: HAS-XOO (A&R) 8601), and an enlisted requirement (Airman Operational Requirements Report, RCS: HAF-XOO (A&R) 8602), and forward a MAJCOM/DOT recommendation with previous utilization statistics and specific AFSC justifications to HQ USAF/XOOT to arrive NLT 15 July. This may not be delegated lower than MAJCOM/DOT. MAJCOMs must justify any increase over the previous year's allocation. MAJCOMs will ensure minimum ops support members per mission needed is identified in the request. For example, two medical technicians per medical evacuation mission. Negative reports are required.

8.7.1.3. HQ USAF/XOOT evaluates, approves, and allocates requests based on the MAJCOM's previous man-year allocation, unless an ops support requirement (s) was no longer needed. For example, if a MAJCOM's total allocation for FY01 was 24 enlisted and 4 officer man-years, those figures will form the baseline for the FY02 allocation.

8.7.1.4. HQ USAF/XOOT will advise the MAJCOMs of approved man-years not later than 15 September. Man-years will be issued in two blocks, one allocation for officer AFSCs and another for enlisted AFSCs.

8.7.1.5. HQ USAF/XOOT evaluates, approves, and allocates new requests throughout the year and supplemental MAJCOM and units that do not have a MAJCOM ops support requirements in July of each year. MAJCOMs must evaluate current year's utilization and use available man-months prior to submitting supplemental requests.

8.7.2. Man-Year Management. Commanders must ensure the ops support flier program is not abused or used as an incentive program. AF provides man-months to meet real-world mission needs (for example a real life medical evacuation mission, or to perform temporary in-flight test and analysis duties on equipment that was just fixed). Except for medical technicians (who also operate equipment), man-months will not be used to provide training for non-crew members.

8.7.2.1. Monitor allocated man-years to ensure the minimum necessary personnel are authorized aviation service. (This minimizes duplication costs involved in establishing medical qualification, issuing and maintaining personal equipment, conducting physiological training, and so forth.) Flying unit commanders coordinate with the HARM office to establish controls to ensure they do not exceed man-year allocations and only use ops support fliers to meet mission needs, not individual. Do not publish ops support AOs without confirming man-months or man-years have been allocated. When an ops support requirement is terminated, commanders will direct the HARM office to terminate AOs (even if prior to end of the man-month). Coordination is important to determine how many man-years are actually used. Although members may be placed on AOs when man-months have been allocated, the man-month is not used unless the member has been awarded HDIP for the entire month. If the member was only on AOs and paid for a week, then 3 weeks still remain from that man-month. For example: SSgt Grove's AO was effective 16 Jan through 31 Jan. He flew 2 hours of primary time and was paid for that period. Fifteen days are still remaining in that man-month.

8.7.2.1.1. Ops support members fly on a mission that requires them to perform temporary in-flight duties. They are only authorized to log primary time when actually performing those duties, otherwise other time will be logged IAW AFI 11-401. For example: Staff Sergeant Bergeron is scheduled to fly to perform tests on a piece of equipment just modified on the aircraft. Staff Sergeant Bergeron did not perform tests during critical phases of flight (takeoff and landings), and only performed tests on the equipment for 1 hour of a 4-hour mission. The Aircraft Commander will ensure only 1 hour of primary time is logged IAW AFI 11-401, the ops support duties are logged in the remarks of the AFTO Form 781, and certify by signing under the remark. For example: SSgt Bergeron performed tests on the aircraft's diagnostic equipment for an hour.

NOTE: Ops support AOs alone do not authorize to fly and log time for entitlement to incentive pay, unless performing actual operational duties, not training. The mission **MUST** require the ops support member to perform in-flight duties. Exception: medical technicians who also operate equipment as referenced earlier in this chapter.

8.7.2.1.2. Training missions. Ops support personnel are not aircrew members and do not maintain combat mission readiness "qualification" status as part of an aircraft's crew complement; therefore, are not authorized training missions. They may be authorized non-interference AOs IAW AFI 11-401 for observation or maintain familiarity of the flying environment. Exception: Medical technicians that operate equipment (i.e. hoisting litters), authorized man-months, may log 1-man month (as many flights within that man-month) per calendar quarter as training, providing an operational mission has not been flown that quarter. For example: MSgt Angeles flew an actual emergency medical evacuation on 2 January 02, and did not fly during any other real-world med-evacuation missions during January-March. She will not be authorized to fly a training mission during that quarter, due to the real-world mission flown on 2 January. Although additional man-months may be available, she is authorized pay for one man-month that quarter.

8.7.2.1.3. Aircraft Commanders will ensure actual ops support duties performed are documented in the remarks section of the AFTO Form 781. Real world or training missions must be specified for medical technicians. No other ops support members are authorized to log train-

ing. AF/XOOT may approve exceptions to this policy and will reference the exception in the ops support authorization approval letter.

8.7.2.2. If a unit needs additional man-years or a new requirement arises during the fiscal year, submit supplemental requests through the HARM office to the MAJCOM/DO. Prepare the supplemental request according to [Attachment 9](#) and [Attachment 10](#). Supplemental requests must explain the increased man-year requirements and also include MAJCOM's current (as of the date of request) fiscal year man-month utilization, by AFSC.

8.7.2.2.1. MAJCOMs must analyze the command's man-month utilization and ensure months cannot be transferred between AFSCs, prior to submitting a supplemental request to Air Staff. MAJCOMs are authorized to transfer within the same category of ops support fliers, i.e. enlisted to enlisted, or officer to officer, on **previously** approved DAFSCs in that year's allocation. For example: 1CXXX and 4NXXX were approved man-months for FY01. DAFSC 1CXXX supported numerous emergency evacuations during a contingency and exhausted all man-month authorizations. DAFSC 4NXXX had 8 man-months remaining, with only 2 qualified specialists and 2 months remaining in the fiscal year (possibility of using 4). MAJCOM may switch 4 excess man-months to 1CXXX without HQ USAF/XOOT approval.

8.7.2.2.2. If the MAJCOM needs an additional allocation, forward requests to HQ USAF/XOOT. **New** AFSC requests (not already approved for that fiscal year) must be sent to HQ USAF/XOOT regardless of man-months available, for approval of AFSC with justification.

8.7.2.3. Each HARM office will consolidate all excess man-years from the previous fiscal year and forward them to the MAJCOMs with a copy of base utilization (by AFSC) to arrive NLT 15 October. Geographically separated units submit excess man-years through the base HARM office. Each MAJCOM will submit the command's excess man-years with a copy of MAJCOM's utilization (by AFSC) to arrive at HQ USAF/XOOT NLT 1 November each year.

8.7.2.3.1. HARMs are not authorized to process military pay orders once the man-month utilization report is turned in, without approval from HQ USAF/XOOT.

8.8. Record retention. Maintain records IAW AFMAN 37-139. HARMs are not required to maintain terminated OS flyers (ASC 06) in the ARMS database or maintain the member's FRF after member is in ASC 06 status a year or more. Delete the member from ARMS and return the FRF to the member.

Chapter 9

AVIATION AND PARACHUTIST BADGES

9.1. Basic Policy. The USAF allows the award and wear of basic aviation and parachutist badges to USAF members and members of other military services who complete the USAF flying training that qualifies them for the badge. The Air Force also awards badges to members who complete flying training conducted by other US Military services leading to aviation service in the US Air Force. Former members of other US military services are eligible for the basic USAF pilot, navigator, air battle manager, or observer aviation badges if qualified for USAF aviation service by an ARB.

9.1.1. The HARM office that manages an aircrew or parachutist member's record awards aviation and parachutists badges by publishing an AO. Although published on an AO, parachutist badges are not considered aviation badge. *Members awarded badges wear them IAW AFI 36-2903.*

9.2. Specific Guidelines. Commanders must make every effort to maintain the prestige and tradition of wear and award of the USAF aviation and parachutist badges.

9.2.1. Presenting badges is not an appropriate method of recognizing meritorious service, achievement, or international friendship.

9.2.2. Rated officers are not eligible for non-rated or non-CEA aviation badges. Rated officers previously awarded non-rated officer or aircrew member badges (for previous non-rated officer or non-CEA aircrew duty) may wear them, providing they wear their most current aeronautical badge.

9.2.3. Except as noted in AFI 36-2903, Air Force members will not wear badges of other US or foreign military services.

9.2.4. MAJCOM Commanders may establish procedures to authorize the wear of the badge, prior to meeting the requirements for permanent award for CEAs who complete the AFSC awarding course.

9.2.5. Non-rated officer, CEA, and non-CEA aircrew members may wear the officer or airman aircrew member basic badge upon completion of aircrew qualification; however, MAJCOM Commanders may establish procedures to limit the wear of the badge, prior to meeting the requirements for permanent award. Once requirements are met, publication of the AO is authority to wear advanced badges.

9.2.6. Air Force members placed on AOs authorized permanent ("J" prefixed DAFSC, 1C2X1, 1T2X1, or 13DX UMD positions), temporary, or permissive jump status who complete the requirements of [Table 9.2](#), may be awarded parachutist badge (s). Publication of the AO is the authority to wear the badge.

9.3. Award of Rated Aviation Badges to US Air Force Officers. The USAF rated aviation badges corresponds to USAF aeronautical ratings. Individuals must meet all applicable eligibility criteria listed in [Table 2.1](#), prior to the HARM or HQ AFPC/DPAOY publishing the AO to award the wear of the badge. The AO awarding the aeronautical rating constitutes authority to wear the badge. Dual rated officers have the option to wear previously awarded badges. For example: Major Wyatt was previously awarded the basic navigator rating and was accepted to UPT. Once she completes UPT and is awarded the pilot rating, she may wear both the navigator and pilot badges or she may wear just the pilot badge (current rating is mandatory). If she chooses to wear both, the most current rating (badge) will be worn on top.

9.3.1. HARMs will not use current eligibility requirements to retroactively award badges for past aviation service (previous to the date of this AFI). Requirements change over the years; therefore, validate criteria for the year member **may** have been eligible for the award, to ensure correct effective date (if applicable). Go through command Aviation Resource Management channels to retrieve past criteria. HQ USAF/XOOT has historical AFIs.

9.4. Permanent Award of Aircrew Member Badges to US Air Force Members. USAF non-rated officer aircrew members, CEA, and non-CEA enlisted aircrew members may qualify for aircrew member badges if qualified for USAF aviation service, have an active or inactive FSC (not be separated, suspended, or disqualified from aviation service), or are not considered a rated asset in the ARC. The AO awarding the aeronautical badge constitutes authority to wear the badge. The following requirements must be met:

9.4.1. A CEA may be awarded the basic badge if he or she satisfies the requirements listed in **Table 9.1.** and:

9.4.1.1. Graduated a CEA formal training course and

9.4.1.2. Was awarded a designated CEA DAFSC 1AXXX and

9.4.1.3. Successfully completed an initial qualification Standardization and Evaluation check as documented on an AF Form 8, *Evaluation* or AF Form 942, *Record of Evaluations*.

9.4.2. A non-rated officer or non-CEA enlisted aircrew member may be awarded the badge if he or she satisfies the requirements listed in **Table 9.1.**, or:

9.4.2.1. Was medically disqualified for further performance of aircrew member duty as a result of wounds received in action while in a designated combat zone and performing primary duty as an aircrew member, or

9.4.2.2. Was medically disqualified for further performance of aircrew member duty as a result of injuries received in an aircraft mishap while performing primary duty as an aircrew member, or

9.4.2.3. Participated in at least 10 combat missions as a primary aircrew member in a designated combat zone (Combat support missions are not qualifying for purposes of this computation. See AFI 11-401 for explanation of missions), or

9.4.2.4. Was assigned to perform aircrew member duties and completed a minimum of one operational mission in space (50 miles above the earth). In addition to eligibility for permanent award of the aircrew member badge, the individual is eligible for the astronaut qualifier. Submit application for award of the astronaut qualifier (**Attachment 2**).

9.4.3. Award of the Badge.

9.4.3.1. For award of the basic badge to a CEA, the training unit or individual's home unit commander will direct the responsible HARM office (via a letter) to publish an AO awarding the basic badge after the member satisfies the requirements listed in paragraphs **9.4.1.** through **9.4.1.3.** The commander's letter must reflect the member's qualifying AFSC, initial standardization and evaluation qualification date, and that the member meets the criteria listed in **Table 9.1.**

9.4.3.1.1. For nonrated aircrew members, not previously awarded the basic badge, who become a CEA after 1 Oct 99, use the end of the month in which the member became a CEA, providing the member completed the requirements of **para 9.4.3.1.**

9.4.3.2. For award of the basic badge to nonrated officer/enlisted aircrew members (other than CEA), the HARM office will automatically publish an AO when the member satisfies requirements listed in [Table 9.1.](#) or at least one of the requirements listed in paragraphs [9.4.2.1.](#) through [9.4.2.4.](#)

9.4.4. Non-rated officers who previously earned the airman aircrew member badge may continue to wear it. Credit time logged as an enlisted aircrew member towards award of the officer aircrew member badge.

9.4.5. For award of advanced badges, the aircrew member must first meet the requirements and be awarded the previous badge (s).

9.4.6. Operational support flyers may not wear an aviation badge unless permanently awarded the badge as a result of previous aircrew member duty. Do not count any (FZ aircrew certification code) time accrued as an operational support flyer toward the permanent award of badges. If an individual occupies a position that requires operational support flying and the position becomes approved for aircrew member status during the **current** assignment, the individual may use the prior operational support flier time in that approved specialty to qualify for permanent award of the badge.

9.4.7. **Award of Parachutists Badges/Devices.** The USAF awards basic parachutist badges/devices to USAF members and members of other military services on AOs authorizing jump status who complete parachutist training IAW AFI 11-410, *Personnel Parachutist Operations* that qualifies them for the badge/device and meet the criteria requirement by [Table 9.2.](#) AF members that were awarded parachutist badges while serving in sister services are authorized to wear blue (versus black) embroidered parachutist badges on the BDU. Commanders must make every effort to maintain the prestige and tradition of USAF parachutist badges/devices.

NOTE: A parachutist badge is not considered an aviation badge.

9.4.7.1. Wear of other US or foreign military service badges will be IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

9.4.7.2. If worn, the static-line parachutist badge will be worn above all other parachutist and occupational badges. IAW AFI 36-2903, Aeronautical badges will be worn above all occupational and miscellaneous badges (including both static-line and MFF badges).

9.4.7.3. Presenting badges/devices is not an appropriate method of recognizing meritorious service, achievement, or international friendship.

9.4.7.4. Members may lose the right to wear the parachutist badge by refusing to jump or requesting removal from jump status with less than 18 months of jump duty. The unit commander recommends and the MAJCOM approves the recommendation to prohibit wear of the Parachutist Badge. If approved, the HARM will publish an AO prohibiting wear of the badge in the remarks of the AO and remove badge from ARMS.

9.4.7.5. Combat Jump, Bronze Star and Arrow Head Device. Members may wear a Bronze Star for each combat jump accomplished. The star is centered on the parachutist badge.

NOTE: The Bronze Star device is only to be worn on parachutist badge for the type of jump accomplished, i.e., on the parachutist badge for static line airdrop, and on the MFF parachutist badge for free fall airdrop. It is not transferable between the two types of badges.

9.4.7.5.1. Certify qualification for the combat jump award by letter to the servicing HARM from the member's unit commander or designated representative. The letter must specify date and location of combat jump. AF members having earned bronze star device(s) while serving in a sister service must maintain appropriate service documentation of their combat jump in their JRF (if applicable) and/or USAF personnel records.

9.4.7.5.2. Servicing HARM offices will publish an AO awarding the Bronze Star for a combat jump. The remarks section of the AO must specify date and location of combat jump. For example: Captain LeBret performed a combat jump at Drop Zone Simba on 26 Jan 1991, in support of Operation Desert Storm and is awarded a bronze star per commander's letter dated 15 Apr 1991. The HARM offices will post member's AF Form 922, **Individual Jump Record**, accordingly, after the jump is certified for parachutists not assigned to an airborne jump unit. Squadron Aviation Resource Management (SARM) personnel will document the AF Form 922 prior to submission to the HARM for unit parachutist members, once the form is certified.

9.4.7.5.3. Members may wear one Arrow Head device on the appropriate campaign ribbon for each combat jump performed. Criteria and wear is IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

9.4.7.6. International Parachutist Badges. Training provided by a foreign country can only lead to award of that country's badge. Such award does not constitute authority to award Air Force parachutist qualification. The MAJCOM Director of Personnel approves or disapproves acceptance of foreign decorations (e.g., Canadian Parachutist Badge).

9.4.7.7. Qualification for Basic/Advanced Parachutist Badges. Personnel who meet the requirements for award of an Air Force parachutist badge must apply by completing **AF Form 196, ARMS Request Data for Parachutist Badge**. The USAF Academy must request the HARM to publish an AO awarding the basic parachutist badge to graduates who were on authorized AOs of the USAF Academy course, using the graduation date of the jump course as the effective date. The HARM will maintain a copy of the AF Form 196 in the member's JRF. The HARM office maintaining the member's JRF will publish the AO awarding the appropriate badge. The AO must specify the **Table 9.2** entry that establishes eligibility. In addition, the effective date of the order is the date the individual met all applicable criteria in **Table 9.2**.

9.4.7.7.1. JM Qualification. A parachutist becomes a qualified jumpmaster by completing a recognized JM training program IAW AFI 11-410. Units will provide the member's local HARM with documentation certifying that the member is JM qualified (certificate of completion). The servicing HARM will then publish an AO indicating the JM qualification in the remarks section of the AO IAW AFI 11-401, **Attachment 3**. The HARM will file a copy of the JM course certificate in the individual's JRF. **2.6.2**. Effective period of AOs authorizing jump status is established by AFI 11-401, Chapter 2.

9.4.7.7.1.1. Jumpmaster AOs require additional information for submission. Commanders must submit a letter to the HARM requesting publication of an AO to award the jumpmaster qualification. The letter must include the type of qualification in the submission package with a copy of the jump course certificate attached. HARMs will use the AF Form 1887, **Aeronautical Orders** to process JM orders, until ARMS has capability to process

computerized JM AOs. JM orders will include the following categories for JM qualifications (**reference AFI 11-410, Table 5.1.**):

- 9.4.7.7.1.1.1. Joint Operations Static Line Jumpmaster
- 9.4.7.7.1.1.2. Joint Operations Military Free Fall Jumpmaster
- 9.4.7.7.1.1.3. USAFA Free Fall Jumpmaster (see para 5.1.4.3.)
- 9.4.7.7.1.1.4. Experimental/Test Jumpmaster
- 9.4.7.7.1.1.5. Rescue Jumpmaster (IAW AFI 16-1202, *Pararescue Operations, Techniques, and Procedures*)
- 9.4.7.7.1.1.6. SERE Jumpmaster (IAW AFI 16-1301, *Survival, Resistance, and Escape (SERE) Program*)

9.5. Publishing Aeronautical Orders for nonrated or CEA aircrew members. The HARM office maintaining the member's FRF publishes AOs to award basic and advanced aircrew member badges. Preceding badges must have been awarded, prior to award of advanced badges. For example: basic before senior. Do not publish badges effective on the same date (for previous military service members who may meet requirements for basic and advanced badges at the same time, award advanced badge (s) effective the following day (if applicable). The remarks section of each published AO must contain the specific applicable criteria listed in paragraphs **9.4.1.1.** through **9.4.2.4.** and/or **Table 9.1.** For example: "Master Sergeant Vazquez completed 15 years of aviation service and accumulated a minimum of 144 paid months of operational flying duty, and has a 7 skill level".

9.5.1. Aviation service begins on the ASD for CEAs and the initial ASC 9D AO for non-rated officers and non-CEA enlisted personnel. Do not count periods of breaks in military service, disqualification, or suspension. The effective date for the basic badge is the date requirements are met IAW paragraphs **9.4.3.1.** or **9.4.3.2.**, as applicable.

9.5.1.1. Example 1: Major James, a non-rated officer was placed on active flying status, assigned ASC 9D effective 17 Dec 01, and met the flying hour requirements for Dec 01 – Nov 02. The effective date for award of the basic aircrew member badge is 30 Nov 02 (12 paid months of operational flying IAW **Table 9.1.**)

9.5.1.2. Example 2: Captain Richards, a non-rated officer was placed on active flying status and assigned ASC 9D effective 17 Dec 01. She was medically disqualified on 10 May 02 as a result of wounds received in action while in a designated combat zone and performing aircrew member duty. The effective date for award of the basic aircrew member badge is 10 May 02 IAW para **9.4.2.1.**

9.5.2. Effective 1 June 2003 the effective date for advanced badges is the anniversary date, if all other requirements are met. If requirements are not met by the 7- or 15-year anniversary, then the date all requirements are met is the effective date. For advanced badges, non-rated or non-CEA members must meet a prorata share of flying hours to credit a month of operational flying IAW the DoDFMR. CEA and rated officer advanced badges are based on flying hours or OFDA credit.

9.5.2.1. Example 1: MSgt Clark, a CEA member with an ASD of 27 Dec 93, accumulated 80 months of OFDA during his initial 7 years of aviation service, and was awarded a 5 skill-level. His senior aircrew member badge would be awarded 27 Dec 00.

9.5.2.2. Example 2: Captain Kreiser, a non-rated officer aircrew member was placed on status 16 Apr 93. She has accumulated 78 months of operational flying duty during her first 7 years of aviation service. Her advanced officer aircrew member badge would be awarded 16 Apr 00.

9.5.2.3. Example 3: TSgt Krind, a non-CEA enlisted member was placed on status 15 Mar 91. He did not meet requirements for the period of 1 Jan 95 through 31 Jan 97, and lost 25 months of operational flying. He attained 72 months of operational flying duty (paid months) on 31 Mar 99. His advanced aircrew member badge would be awarded 31 Mar 99.

9.5.3. Effective Dates of AOs prior to 1 June 2003.

9.5.3.1. Prior to 1 September 1997, providing all requirements for award of the badge, and the badge was not awarded “prior” to meeting the requirements for award, there was no established standard “effective” date to publish the AO awarding the badge. Badge effective dates cannot be “prior” to meeting all eligibility requirements.

9.5.3.2. Between 1 Sep 1997 and 1 May 2003, HARMs reviewed eligibility requirements and once the member met the requirements for award, the effective date of the AO was the end of the month in which all requirements were met.

9.5.3.2.1. Example 1: SrA McColler a CEA aircrew member who completed her initial qualification check on 5 Dec 2002 was awarded her basic aircrew member badge effective 31 Dec 2002.

9.5.3.2.2. Example 2: SrA Oswald, a non-CEA aircrew member whose initial ASC 9D was effective 13 Feb 2002, who met HDIP requirements for the period of 13 Feb 2002 forward, his basic aircrew member badge was awarded effective 31 Jan 2003 (EOM in which all requirements were met).

9.5.3.2.3. Example 3: SrA Schaefer’s initial ASC 9D as a sensor operator (non-CEA) was 5 Sep 1999. His initial qualification check was 15 Nov 1999. Effective 11 Apr 2000, the SECAF approved sensor operators to be designated as CEAs. The effective date of the badge would be the end of the month in which he became a CEA, 30 Apr 2000, when he met “all” requirements.

9.5.3.2.4. Example 4: SSgt Melendez initial ASC 9D as an airborne linguist (non-CEA) was 1 Dec 1999. Her initial qualification check was 15 Feb 2000. Effective 10 Aug 2000, the SECAF approved linguists to be designated as CEAs. The effective date of the badge would be the end of the month in which she became a CEA, 31 Aug 2000, when she met “all” requirements.

9.6. Award of the Flight Nurse Badge to US Air Force Officers. Award the basic badge to flight nurses upon completion of the requirements listed in [Table 9.1](#).

9.7. Publishing Aeronautical Orders for Parachutists. Award parachutist badges when the member completes training at a qualifying course authorized by AFI 11-410, Chapter 5 and award criteria requirements IAW [Table 9.2](#).

9.7.1. Air Force members will submit an AF Form 196 to their local HARM office that maintains their JRF and a copy of the jump course certificate. The USAF Academy (98 FTS) will send a request to the HARM IAW [Attachment 11](#) to request award of cadets or other authorized members on AOs

authorizing jump status who complete the USAF Academy Military Free Fall Course IAW AFI 11-410 and an AF Form 196 is not required for these graduates.

9.7.2. HARMs will ensure only individuals on AOs authorized jump status are awarded badges. HARM offices will validate data entered on the AF Form 196, with ARMS database jump accomplishments and course graduation certificate of completion of a qualifying course, and that requirements met IAW **Table 9.2**, prior to award of the badge. HARMs will not process AOs without a completed AF Form 196 from Air Force members and a copy of the course graduation certificate. Exception: USAFA cadets that graduate of the USAF Academy Airmanship Program are not required to complete an AF Form 96, nor are their jumps tracked in the ARMS database.

9.8. Prohibiting the Wear of Aviation or Parachutist Badges. All aircrew and parachutist members earn the privilege of permanently wearing aviation or parachutist badges by completing USAF or USAF-equivalent training and/or by performing requisite periods of flying or jump duty. In most cases, members may continue to wear badges even if disqualified from aviation or parachutist service. Situations may arise, however, when the continued wear of aviation or parachutist badges may be inappropriate. To ensure a consistent policy, adhere to the following guidance:

9.8.1. Commanders at any review level may recommend prohibiting wear of a rated, CEA, or non-rated/non-CEA aviation badge if an aircrew member is dismissed from the Air Force and subsequently disqualified from aviation service as a result of a failure to maintain professional standards. In all cases, prohibit individuals from wearing the aviation badge if they are administratively disqualified for fear of flying, if they refuse to fly, or exhibit cowardice in combat.

9.8.1.1. Prohibiting the Wear of the Parachutist Badge. Member may lose the right to wear the parachutist badge by refusing to jump or requesting removal from jump status with less than 18 months of jump duty. The unit commander recommends the MAJCOM approve request to prohibit wear of the Parachutist Badge. If approved, the commander sends approval to HARM to publish AO. The AO revoking parachute jump status must show the specific reason for removal.

9.8.2. An FEB/AEB, or any authority in the FEB/AEB review process, may recommend removal of a badge. MAJCOM commanders are the final approval authority regarding removal of a badge. The MAJCOM commander's recommendation must be forwarded to the HARM office to ensure the AO remarks prohibit the wear of the aircrew member badge. For example: "Member is no longer authorized to wear the aircrew member badge per MAJCOM/CC letter dated YYMMDD".

9.8.3. Commanders authorized to award non-rated or non-CEA aircrew member or parachutist badges may prohibit wear by directing the HARM office to publish a remark on the disqualification AO.

9.9. Posthumous Award of Aviation Badges. Commanders authorized to award aviation and parachutist badges may posthumously award the appropriate badge to individuals on AOs who die in an aviation mishap (aviation badge) or parachutist mishap (parachutist badges) that occurred during training leading to award of an aviation or parachutist badge.

9.10. Award of Aviation Badges to Members of Other US Military Services or Foreign Military Services--Graduates From USAF Training Programs . Commanders may present basic aviation badges to members of other US military services, foreign military services, or civilians who successfully complete a USAF training course that would result in award of a basic badge to USAF personnel. Announce the

award in an appropriate certificate that recognizes training completion and the basic badge awarded. Do not publish an AO awarding the badge.

9.10.1. Only the Chief of Staff, USAF may approve award of advanced pilot, navigator, air battle manager, observer, or flight surgeon aviation badges for members of foreign military services who meet the mandatory requirements of [Table 2.1.](#)

9.10.1.1. The US Air Force Attaché, Chief of US Air Force Mission, or Chief of US Air Force Section Chief (MAAG) residing in the host country, requests rated aviation badges for foreign military. Submit request in letter format through the International Affairs Division (SAF/IA), 1010 Air Force Pentagon, Washington DC 20330-1010, to HQ AFPC/DPAOY, 550 C Street, West, Suite 31 Randolph AFB TX 78150-4733. Forward requests for award of the senior or chief flight surgeon badge to SAF/IA, HQ AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03), 110 Luke Avenue, Room 405, Bolling AFB DC 20332-7050, and HQ AFPC/DPAOY, Randolph AFB TX 78150-4734, in turn. Requesting official verifies the:

9.10.1.1.1. Name and grade of applicant.

9.10.1.1.2. Statement that applicant is currently and actively qualified as a flying member of the foreign military force.

9.10.1.1.3. Name of the base where the applicant completed USAF undergraduate pilot or navigator training, and the month and year of graduation. For flight surgeon badges, specify the date the applicant completed the Aerospace Medicine Primary Course (B30BY9351) or the Advanced Aerospace Medicine for International Medical Officers Course (B3FAY9356).

9.10.1.1.4. Statement that the US Air Force awarded the basic badge to the individual as a result of completing a US Air Force formal course of flying training. (For pilots only: Statement that the applicant possesses flying qualifications comparable to those required for US Air Force instrument qualification.)

9.10.1.1.5. Total military flying hours.

9.11. Award of Advanced Aviation Badges to Members of Foreign Military Services--Graduates from Equivalent Training. The CSAF may award advanced aviation badges (pilot, navigator, flight surgeon) to members of foreign military services who graduated from courses considered equivalent to USAF undergraduate flying training programs. The eligibility criteria (years of service, flying hours, medical qualification, and active military flying qualification) are the same as in [Table 2.1.](#) The exclusive USAF approval authority for award and presentation of these advanced aviation badges is the CSAF. Requests for exceptions to this policy are not appropriate.

Table 9.1. Mandatory Requirements for Award of Aviation Badges.

LINE	A	B	C	D	E
	Type of Badge (See Note 1)	Years of Service and Formal Training (See Notes 2)	Flight Time	Months of Operational Flying Duty (See Note & 3/4)	Other Requirements and Remarks (See Note 5)

LINE	A	B	C	D	E
1	Basic and Advanced Badges (Rated)	Refer to Chapter 2 and Table 2.1 .			
2	Officer or Airman Aircrew Member	Refer to Chapter 9		Nonrated aircrew members (other than CEA): 12 paid months of Operational Flying	For Officers: Currently assigned to aircrew prefixed (B, C, F, X, K, or Q) DAFSC and medically qualified for Flying Class III DNIF status is considered to be medically qualified for the purposes of this table.
3					For Enlisted: Currently qualified in DAFSC 1AXXX or performing in prefixed (X, K, or Q) DAFSC and medically qualified for Flying Class III DNIF status is considered to be medically qualified for the purposes of this table.
4	Senior Aircrew Member	Permanent award of basic badge and completed at least 7 years aviation service (Airman must have at least a 5-skill level as crewmember.) and	1300 hours (any combination of primary, instructor, and/or evaluator time) or at least 2000 total hours or	72 paid months of operational flying duty	

LINE	A	B	C	D	E
5	Master or Chief aircrew member (Note 1)	Permanent award of basic and senior badges and completed at least 15 years aviation service (Airman must have at least a 7-skill level as crewmember.) and	2300 hours (any combination of primary, instructor, and/or evaluator time) or at least 3000 total hours or	144 paid months of operational flying duty	
6	Flight Nurse	Successfully completed course 83OLY9761 at the USAFSAM and		12 paid months of operational flying duty	For Officers: Currently assigned to aircrew prefixed (B, C, F, X, K, or Q) DAFSC and medically qualified for Flying Class III DNIF status is considered to be medically qualified for the purposes of this table.
7	Senior Flight Nurse	Permanent award of basic badge and have at least 7 years of aviation service and	At least 350 total hours logged as a flight nurse or	36 paid months of operational flying duty	
8	Chief Flight Nurse	Permanent award of basic and senior badges and have at least 15 years of aviation service and	At least 750 total hours logged as a flight nurse or	72 paid months of operational flying duty	

1. Master applies to officer badges and Chief applies to airman badge.
2. Aviation service includes both active and reserve time. Nonrated crewmember duty only includes time performed in ASC 9D. Aviation service begins with the ASD IAW paragraph **9.5.1**. Periods of suspension, disqualification, or breaks in service do not count towards aviation service.
3. Months of operational flying: For CEAs use months of OFDA. For nonrated flyers to credit months of operational flying refer to Note 4. Periods of suspension, disqualification, or breaks in service do not count towards OFDA.
4. To earn a month of badge credit, members must meet DoDFMR 7000.14-R, Volume 7, Part A, flight performance requirements for that month. DoDFMR 7000.14-R, Volume 7, Part A, sets the minimum at four hours for active duty (DoDPM, Part 2) and two hours (includes inactive time requirement) for ARC per calendar month, or a pro rata share for lesser periods. A month of HDIP/CEFIP entitlement equals a month of badge credit. Months need not be consecutive.
5. Officers and airman suspended or disqualified from aviation service are ineligible for advanced badges, unless requirements were met prior to suspension or disqualification.

6. CEAs in continuous or conditional CEFIP status must adhere to the DoDFMR entitlements to monthly flight requirement in order to credit a month of flying. CEAs in continuous or conditional ACIP status after the 20th year of aviation service must occupy an active flying position (API A, B, D, and E) for at least 15 days in a given month, and perform OFDA-creditable flying duties which adhere to the conditional CEFIP requirements approved by the FY99 NDAA and in the DoDFMR 7000.14-R, Volume 7, Part A.
7. Grandfathering: For CEAs, non-rated or non-CEA aircrew previously awarded badges under different criteria, do not amend or revoke their AOs. HARM offices should contact MAJCOM with questions concerning previous year requirements (prior to this revision) for award of badge, before revoking or amending an AO.
8. Prior service aircrew members, previously awarded a basic aircrew member badge from another military service, hired by the Air Force as a CEA (waived from attending initial qualification training due to previous qualifications), use the date the member is assigned to their first operational unit to award the Air Force basic aircrew member badge. This is providing the member meets the requirements listed above for permanent award. If member meets the criteria listed above for award of advanced badges at the time of transferring services, then use the day after award of basic to award senior, and day after senior to award chief.

Table 9.2. Mandatory Requirements for Wear of Parachutist Badges.

L I N E	A Qualification	B Months of Service and Formal Training	C Number of Jumps (5)	D Other Requirements and Remarks	E Badges (6)
1	Basic Parachutist	See para 5.1.1.	5		Basic Parachutist (6)
2	Senior Parachutist	Complete 24 months on jump status with an organization assigned a parachute jump mission. (1) (2)	30 Static Line Jumps (3) (5) (9)	Jumpmaster qualified	Senior Parachutist (6) (8)
3	Master Parachutist	Complete 36 months on jump status with an organization assigned a parachute jump mission. (1) (2)	65 Static Line Jumps (4) (5) (9)	Jumpmaster qualified	Master Parachutist (6) (8)

L I N E	A Qualification	B Months of Service and Formal Training	C Number of Jumps (5)	D Other Requirements and Remarks	E Badges (6)
4	Basic MFF Parachutist	Graduate of the USAJFKSWC MFF Course or a service approved MFF course. (10)	Based on course.		Basic High Altitude Low Opening (HALO) Parachutist (6) (7)
5	Master MFF Parachutist	On MFF status for a total of 36 months with an organization assigned a military free fall parachute jump mission. (1) (2)	N/A	Must be a qualified master parachutist (static line) and MFF Jumpmaster qualified (9)	Master High Altitude Low Opening (HALO) Parachutist (6) (7) (8)
6	International	Training/award must be IAW rules leading to award of the rating by the particular country.	A/R	The MAJCOM/ FOA Director of Personnel, approves/ disapproves acceptance of foreign decorations (e.g., Canadian Parachutist Badge).	

NOTES:

1. Time spent in a training course leading to initial qualification as a parachutist does not fulfill the time requirements listed in column B of [Table 9.2](#).
2. To earn a month of badge credit, members must meet DoD 7000.14-R, Vol. 7, Part A, performance requirements for that month. A month of HDIP entitlement equals one month of badge credit. Months need not be consecutive.
3. The 30 jumps must include: (1) Two jumps during the hours of darkness; (2) Fifteen jumps with operational equipment (prescribed by MAJCOM); (3) Two jumps with an operational unit that ended in an airborne assault or operational problem (real or training), or four test jumps with experimental equipment; (4) Actually perform one night jump as a Primary JM (PJM); and (5) Seven jumps performing as PJM.
4. The 65 jumps must include: (1) Four jumps during the hours of darkness; (2) Twenty-five jumps with operational equipment as prescribed by the MAJCOM; (3) Five jumps with an operational unit culminating in an airborne assault or operational problem (real or training), or ten test jumps with experimental equipment; (4) Two night jumps performing PJM duties; and (5) Fifteen jumps performing as PJM.

5. Do not count non-military jumps toward individual total jumps.
6. All awarded parachutists badges are permanent unless revoked. Personnel who meet the requirements for wear of an Air Force parachutist badge must apply by completing AF Form 196 (except graduates of the USAF Academy course). The HARM will maintain a copy of the member's application in the JRF. The HARM office maintaining the member's JRF will publish the AO for authorized individuals. The AO must specify the [Table 9.2](#) entry that establishes eligibility. In addition, the effective date of the order is the date individual met all applicable criteria in [Table 9.2](#).
7. Personnel who obtain MFF qualifications prior to March 1998 are authorized to wear the MFF badges without submitting an application.
8. Parachutists who are disqualified from parachute duty before fulfilling advanced qualification criteria are not eligible for advanced badges.
9. Jumps made on dissimilar systems are only counted toward the parachutist badge when those jumps are military in nature or as part of a USAF OT&E process.
10. Includes graduates of the Military Airlift Command High Glide Ratio Parachute (HGRP) Course.

Chapter 10

AIRCREW PREFIX REQUESTS, VALIDATION OF FLYING AND JUMP POSITION AUTHORIZATIONS, WAIVERS, AND INCENTIVE PAY

10.1. Purpose of Chapter. This chapter describes the procedures, justification process, and policies for requesting and authorizing aircrew and jump prefixed positions for personnel performing full-time duties as aircrew or parachutist members in order to manage the HDIP budget associated with these positions.

10.2. Applicable to Whom. These procedures apply to all active duty personnel requiring an aircrew or jump prefix in performance of full-time duties as an aircrew or parachutist. (ARC components will request positions through HQ AFRC/DOT or NGB/DOOM). ARC will not be less restrictive than this instruction or AFIs 11-412 and 38-201.

10.3. Responsibilities for Aircrew or Parachutist Management.

10.3.1. Base Level. Ensure nonrated aircrew and parachutist prefixes are only assigned to positions that require full-time flying or jump duties. Review all aircrew or parachutist prefixed positions not earned through a flying or jump manpower standard annually. Justify new nonrated aircrew or jump requests by submitting an AF Form 480 *Aircrew Justification* IAW AFI 38-201 or AF Form 4322, *Active Parachutist Justification* IAW this instruction.

10.3.2. Manpower Office. Update parachutist or aircrew requirements, once AF Form 480 or AF Form 4322 form is approved by authorizing agencies. Coordinate with OPRs on parachutist or non-rated aircrew requirements changes and annual review of aircrew (IAW AFI 38-201) or parachutist requirements IAW this instruction.

10.3.3. MAJCOM, FOAs, DRUs, and Joint Agencies. Ensure “J” (parachutist) and “B”, “C”, “F”, “K”, “Q”, and “X” (nonrated officers), “K”, “Q”, “X” (non-CEA enlisted aircrew) prefixes are only assigned to those positions with duties clearly requiring full-time parachutist or flying skills to meet mission needs as described in AFI 11-401 (aircrew) and AFI 11-410 (parachutists). In addition to the required AF Form 480s maintained IAW AFI 38-201, maintain AF Form 480s for all nonrated officer or non-CEA aircrew prefixed and AF Form 4322s on file for all “J” prefixed UMD positions not gained through a flying/jump unit’s manpower standard. For example: a rated staff J011XX UMD position would require an AF Form 4322, however, a J1T2X1 position in the Special Tactics Squadron (STS) would not.

10.3.3.1. Assign an OPR, within the MAJCOM, FOA, DRU, and Joint Agency staff, to coordinate on additions or changes to nonrated aircrew or parachutist requirements and to maintain the command’s non-rated or non-CEA aircrew or parachutist active flying/jump justification forms. Forward OPR information to HQ USAF/XOOT.

10.3.3.1.1. Coordinate new or changes using the flying or jump justification forms to existing jump (“J”), nonrated officer (“B”, “C”, “F”, “X”, “K”, and “Q”) or non-CEA aircrew (“X”, “K”, “Q”) prefixed positions not gained by a flying or jump unit’s manpower standard with HQ USAF/XOOT. Keep in mind officer positions may be dual coded (B-operations officer, C-commander, or F-flight test); however, their AOs will reflect it is an authorized aircrew billet.

10.3.3.1.2. HQ USAF/XOOT approves additions or changes to aircrew prefixed positions and AF/XOOS approves addition or changed to parachutist positions. Requests to add an aircrew or parachutist prefix enlisted AFSCs must first be coordinated through the AFSC career field manager. Requests to add a parachutist prefix to flight surgeon positions must be coordinated through AFMOA/SGZA (WILL CHANGE TO AFMSA/SGPA IN AUG 03). Requests to add an aircrew or parachutist prefix to general officer UMD positions must be first coordinated/ approved by AFSLMO.

10.3.3.1.3. Ensure command flying and jump justification requirements (not gained by a flying or jump unit manpower standard) are reviewed NLT 30 June of each year. Send a letter to HQ USAF/XOOT NLT 15 July each year, acknowledging completion of annual review (refer to [Attachment 43](#)).

10.4. Procedures:

10.4.1. Requesting new aircrew or parachutist authorizations.

10.4.1.1. All requests for new authorizations for AFSCs that do not currently contain an aircrew or jump prefix will be forwarded through MAJCOM Aircrew or Parachutist Management and Manpower offices to HQ USAF/XOOT and HQ USAF/XOOS (parachutist coding only) on an AF Form 480 or AF Form 4322. Upon receipt, HQ USAF/XOOT and XOOS (jump positions) will validate or disapprove the request.

10.4.1.2. Requesters should plan at least nine months in advance for inclusion of a new AFSC in MAJCOM specific aircraft crew complement listed in AFI 65-503 and secure funds to process AOs for flight or jump status. Addition to the table in AFI 65-503 (Authorized Aircrew Complement - Active Forces) is the first step. If the AFSC has never been authorized aircrew member status in a MAJCOM specific aircraft crew complement, HQ AFPC/DPPAC must approve a change proposal to add the specialty as authorized an aircrew prefix in AFMAN 36-2105, *Officer Classification*, and 36-2108, *Airman Classification*. Updates to AFMAN 36-2105 and 2108 occur twice a year and must be submitted not later than 28 Feb to be effective 30 October, and 30 September to be effective 30 April. Once a request is approved for an aircrew prefix in AFI 65-503, approved for inclusion in AFMANs 36-2105/2108, and funding is secured, HQ USAF/XOOT will notify the requesting MAJCOM/XPM of both approvals and the effective date they may add the prefix to the UMD. MAJCOM manpower offices will not update aircrew or parachutist prefixes to their respective units without approved by HQ USAF/XOOT or HQ USAF/XOOS (parachutist). Units must not assign members to aircrew duty unless the member's DAFSC is listed in AFI 65-503 for that MAJCOM. HARMs will not initiate AOs or MPOs without HQ USAF/XOOT or HQ USAF/XOOS (parachutist) documentation approving the specialty for aircrew or parachutist member duties.

10.4.2. If the request is disapproved.

10.4.2.1. Requests that do not meet the required justification for aircrew prefixes may be recommended for the Operational Support Flyer program ([Chapter 8](#) this instruction) or non-interference flying IAW AFI 11-401 and temporary or permissive jump status (parachutists) IAW AFI 11-410.

10.4.2.2. Organizations whose requests are returned with a recommendation to request man-years in the operational support program or non-interference AOs, should contact the local HARM

office for assistance. Do not assign members to aircrew duty unless the member's DAFSC is listed in AFI 65-503.

10.4.3. Requests for additional authorizations.

10.4.3.1. The authorized manning level for each aircrew position indicator (on UMD) determines the number of members authorized aircrew or parachutist status at any given time. The total number of non-rated or non-CEA aircrew or jump authorizations determine how many are authorized flying or jump status at one time. No overlap is authorized for non-rated or non-CEA aircrew or parachutists without AF/XOOT authorization. MAJCOMs must establish procedures to ensure units do not exceed authorized manpower levels without waiver approval IAW AFIs 11-401, 11-402, or 11-412, whichever is applicable.

10.4.3.1.1. Only qualified members assigned to authorized jump or flying billets on AOs requiring frequent and regular jumps according to this instruction are entitled to HDIP once the jump or flight requirement is met, as prescribed in AFI 11-421 and DoD FMR 7000.14-R. The base HARM office, MAJCOM Aviation Resource Manager (ARM), and HQ AF/XOOT ARM Career Field Manager are responsible for interpreting and validating requirements and ensuring they are IAW DOD and Air Force guidance for entitlement to HDIP. Contact HARM office for HDIP waiver processes.

10.4.3.1.2. When a unit level organization requires additional non-rated or non-CEA aircrew members to perform the unit or command mission, written requests must be forwarded through the MAJCOM AFSC specialty functional manager and the senior enlisted aircrew manager prior to review by MAJCOM/DO and XP. The MAJCOM/DO will forward recommendations for approval to HQ USAF/XOOT. These requests are considered changes to the authorized crew complement and will need to be coordinated with the appropriate Air Staff offices. In addition to the justification, the MAJCOM should provide and show the manpower offset for the FYDP in the package. Requests received without manpower justification will be returned.

10.4.3.1.3. Except as noted below, authorized nonrated aircrew or parachutist manning provides for TDY, contingency requirements, leaves, replacement training, and so forth. However, temporary over manning may be necessary. If so, coordinate requirements through the MAJCOM (active duty units), NGB/TE (National Guard units), or HQ AFRC /DOT (Reserve units) to HQ USAF/XOOT for over manning which will require a waiver for both incumbents to fly (aircrew) or jump (parachutist). HARMs are not authorized to publish AOs authorizing additional members (double billeted) flying or jump status without approval from HQ USAF/XOOT.

10.4.4. Force structure changes. MAJCOMs that are fielding a new weapons system should ensure the MAJCOM Manpower and Operations functional communities coordinate the new requirements with HQ USAF/XOOT. The purpose of this coordination is to ensure the new MWS is reflected in AFI 65-503, AFMAN 36-2105 (Officer Classification) and 36-2108 (Airman Classification), allow for budgeting of aircrew member incentive pays, allow accessions personnel to program for the new requirements, and allow assignment personnel sufficient time to man all units accordingly.

10.5. Staff Positions Changes and Additions. When a Wing, NAF, or MAJCOM organization has a requirement to add nonrated aircrew or jump prefixed authorizations, requests are forwarded via AF Form

480 (Aircrew AFSC Justification) or AF Form 4322 (active parachutist justification) to HQ USAF/XOOT for validation and approval of funding.

10.5.1. Waivers. Requests for waivers to this chapter should be forwarded to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC, 20330-1480.

10.6. Funding for Non-rated, Non-CEA, or Jump Incentive Pay Requirements. There is no requirement for MAJCOMs to submit annual requests for HDIP funding. Funds to support incentive payments are budgeted as a result of HQ USAF/XOOT validation of the aircrew and parachutist requirements and award of the flying DAFSC. At least nine months is required to ensure funds are secured for future non-rated or non-CEA aircrew and parachutist coded UMD DAFSCs and temporary "J" coding.

10.6.1. The number of non-rated aircrew and parachutist positions ("J" prefixed DAFSC or 1T2X1, 1C2X1, or 13DX UMD positions) authorized on the UMD determines the incentive pay allocation.

10.6.1.1. HQ USAF/XOOS will monitor closely how many new "J" coded requests are approved and ensure funds are secured by current or future HQ USAF/XOOT HDIP budgets prior to approval of such requests.

10.6.1.1.1. MAJCOMs will audit jump and non-rated or non-CEA aircrew positions not gained through a flying or jump unit manpower standard annually to ensure their is a full-time jump or flying requirement.

10.6.1.1.2. Send HQ USAF/XOOT an approved active parachutist justification, specifying period "J" coding is needed to be effective to ensure funds are available. HQ USAF/XOOT will provide a date funds will be available, for approval of coding for processing of AOs. "J" coding should not be approved or AOs processed prior to authenticating fund availability.

10.6.1.2. MAJCOM commanders will monitor closely and ensure funds are secured by HQ USAF/XOOT prior to approving temporary jump status or requesting new permanent "J" prefixed UMD positions. Send HQ USAF/XOOT an approved AF Form 4322, specifying period temporary "J" coding is needed, to ensure funds are available.

10.6.1.3. Unit commanders will closely monitor UMD authorizations and allow the minimum number of people necessary for successful in-flight and parachutist mission accomplishment.

10.6.1.4. MPFs must establish controls to ensure UMD-authorized manning levels are not exceeded.

10.6.1.5. HARMs must brief commanders if manning levels are over authorized limits. HARMs must validate UMD authorizations prior to publishing AOs and are not authorized to initiate AOs over the authorized non-rated or non-CEA aircrew or parachutist manning level without a waiver from AF/XOOT IAW AFI 11-401 and this instruction.

10.6.1.5.1. Double billeting for CEAs is authorized for no more than a 90-day period for PCS/PCA actions or awaiting a DAFSC conversion IAW AFI 11-412, *Aircrew Management*. Line flyers may continue to fly for a 90-day period; staff flyers (and API 5s) however, may not fly more than a 30-day period without a waiver IAW AFI 11-401, and parachutists/non-rated or non-CEA aircrew members are not authorized to continue jumping/flying during any overlap without a waiver IAW this instruction.

10.6.2. Forms Prescribed. AF Form 196, **Parachutist Badge Application**, and AF Form 4322, **Active Parachutist Justification**.

10.6.3. **Forms Adopted.** AF Form 8, **Certificate of Aircrew Qualification**, AF Form 480, **Aircrew Justification**, AF Form 942, **Record of Evaluation**, AF Form 988, **Leave Request/Authorization**, AF Form 1042, **Medical Recommendation for Flying Duty or Special Operational Duty**, AF Form 1381, **USAF Certification of Aircrew Training**, AF Form 2731, **Substance Abuse Reorientation and Treatment Program Disposition**, DD Form 214, **Certificate of Release or Discharge from Active Duty**, DD Form 2808, **Report of Medical Examination**, and DD Form 2807-1, **Report of Medical History**.

RONALD E. KEYS, Lt General, USAF
DCS/Air & Space Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Section 653

Title 37, United States Code, Sections 205, 301a, and 301b

DoD Directive 1300.13, *Enlisted Crew Member Flying Duty*

DoD Directive 1340.4, *Proficiency Flying Programs*

AFI 11-401, *Aviation Management*

AFI 11-405, *The Pilot-Physician Program*

AFI 11-410, *Personnel Parachute Operations*

AFI 11-412, *Aircrew Management*

AFI 11-421, *Aviation Resource Management*

AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*

AFI 38-201, *Determining Manpower Requirements*

AFI 48-123, *Medical Examinations and Standards*

AFI 33-360V2, *Forms Management Program*

AFPAM 36-2607, *Applicants, Guide to the Air Force Board for Correction of Military Records (AFBCMR)*

AFMAN 37-139, *Records Disposition Schedule*

AFPD 11-4, *Aviation Service*

Abbreviations and Acronyms:

ABM—Air Battle Manager

ACIP—Aviation Career Incentive Pay

AEB—Aircrew Evaluation Board

AFBCMR—Air Force Board of Corrections to Military Records

AFMS—Air Force Manpower Standard

AFRC—Air Force Reserve Command

ANG—Air National Guard

AO—Aeronautical Order

API—Aircrew Position Indicator

ARB—Aeronautical Rating Board

ARC—Air Reserve Component (includes AFRC and ANG)

ARMS—Aviation Resource Management System

AS—Aviation Service

ASC—Aviation Service Code

ASD—Aviation Service Date

CCT—Combat Crew Training

CEA—Career Enlisted Aviators

CEFIP—Career Enlisted Flyer Incentive Pay

CSAF—Chief of Staff of Air Force

DNIF—Duty Not Involving Flying

DoD—Department of Defense

DoDFMR—Department of Defense Financial Management Regulation

DRU—Direct Reporting Units

ETS—Expiration Term of Service

ESC—Entitlement Status Code

FAC—Flying Activity Code

FEB—Flying Evaluation Board

FME—Flight Medicine Element

FOA—Field Operating Agencies

FRF—Flight Record Folder

FSC—Flying Status Code

FSO—Flight Surgeon Office

FY—Fiscal Year

HARM—Host Aviation Resource Management

HDIP—Hazardous Duty Incentive Pay

JRF—Jump Record Folder

MAJCOM—Major Command. For the purpose of this instruction, the National Guard Bureau (NGB) and USAFA are considered MAJCOMs.

MEGP—Mission Essential Ground Personnel

MPF—Military Personnel Flight

NDAA—National Defense Authorization Act

OFDA—Operational Flying Duty Accumulator

OSD—Officer Service Date

PAO—Public Affairs Officer

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

SARM—Squadron Aviation Resource Management

SDI—Special Duty Identifier

SECAF—Secretary of the Air Force

SO—Special Order

TAD—Temporary Assignment Duty

TARM—Tenant Aviation Resource Management

TDY—Temporary Duty

U.S.C.—United States Code

UFT—Undergraduate Flying Training

UMD—Unit Manpower Document

UPT—Undergraduate Pilot Training

USAF—United States Air Force

Terms

Aircrew Evaluation Board (AEB)—An administrative, fact-finding proceeding designed to ensure the quality control of the CEA, non-rated officer or non-CEA aircrew force. A board consists of officers (rated and non-rated) and NCOs who are qualified for aviation service and are serving in an active ASC. Board members examine a crewmembers professional qualification for aviation service, evaluate potential for use in future aviation duties, and make recommendations to higher authorities.

Aeronautical Order (AO)—Start or end aviation or parachutist career service, entitlements to ACIP, HDIP, CEFIP, disqualify or requalify members for aviation or parachutist service, authorize operational support or noninterference flying, update/change an Aviation Service Code and award basic and advanced aeronautical ratings and aeronautical and parachutist badges.

Aeronautical Rating Board (ARB)—A board of rated officers tasked to review the professional flying credentials of officers whose undergraduate flight training was conducted by another US Military Service. The ARB makes recommendations to higher authorities on the individual's potential for award of a USAF aeronautical rating.

Active Guard Reserve (AGR)—Air National Guard or Air Force Reserve officers on full-time active duty status (extended active duty).

Aviation Career Incentive Pay (ACIP)—Entitlement to ACIP shall be restricted to regular and reserve officers who hold, are in training leading to, an aeronautical rating, or designation and who engage and remain in aviation service on a career basis.

Aviation Service—"Aviation service" applies to all USAF and ARC members who hold an aeronautical rating, qualified for aviation service, are required to obtain/maintain flying skills, perform essential

in-flight duties, or have met their flying gate requirements and are on AOs as career aviators. Policy distinguishes between rated officer, CEA, non-rated officer, or non-CEA aircrew members, and operational support fliers. Differences regarding qualifications, termination, and entitlements show varying degrees of aviation career involvement. Nonetheless, all members must be professionally and physically qualified and on an AO requiring frequent and regular flight.

Aviation Service Career (extended active duty or on Active Duty Guard and Reserve)—An officer on extended active duty or active guard or reserve duty, who holds an aeronautical rating and is qualified for aviation service IAW AFI 11-401 and this instruction, shall be considered to be performing aviation service on a career basis, as prescribed in Title 37, U.S.C. 301a, so long as they are performing operational flying duty, or are assigned to a rated position in a Reserve component, or are considered by that component as an asset to the rated inventory IAW AFI 11-412.

Aviation Service Career (Not on Extended Active Duty nor on Active Guard and Reserve (AGR) duty)—An officer not on extended active duty nor on active guard or reserve (AGR) duty, who holds an aeronautical order and is qualified for aviation service IAW AFI 11-401 and this instruction, shall be considered to be performing aviation service on a career basis, as prescribed in Title 37, U.S.C. 301a, so long as they are performing operational flying duty, or are assigned to a rated position in a Reserve component, or are considered by that component as an asset to the rated inventory, and within the preceding 24 months was either on extended active duty as a rated officer or assigned to a rated (API 1, 2, 3, 4, 5, 6, 7, 8, or 9) position in a Reserve component IAW the DoD FMR 7000-14R.

Aviation Service Code (ASC)—An ASC is a two-character code indicating incentive pay entitlement and flying status. (Refer to AFI 11-401)

Career Enlisted Aviators (CEAs)—AFI 65-503 identifies authorized aircrew positions and individuals must hold the correct Air Force Specialty Code (AFSC) and AFSC prefix (when appropriate). HQ USAF considers aircrew members in the 1AXXX (Airman Aircrew Operations) career field to be career aviators.

Career Enlisted Flyer Incentive Pay (CEFIP)—Incentive pay for CEAs in an aviation career as authorized in the National Defense Authorization Act of 2000 the Career Enlisted Flying Incentive Pay Act of 1999.

Career Enlisted Flying Incentive Pay (CEFIP)—Incentive pay for CEAs in an aviation career as authorized in the Career Enlisted Flying Incentive Pay Act of 1999.

Command Channels—Aviation service matters are usually processed in the chain of command within the MAJCOM the individual is assigned for flying. Actions enter command channels through the Host Aviation Resource Management (HARM) office. MAJCOM Aviation Management offices must review all aviation and parachutist related actions. If an individual is attached for flying, this may require the commander of a unit under one MAJCOM to initiate the action and command channels of another MAJCOM to complete the review process.

Commander—"Commander" refers to a squadron commander (or comparable level) of a flying unit to which an individual is assigned or attached for flying. If an ARC individual is activated, authority is delegated to the active duty commander they are assigned or attached to for flying.

Disqualification of a Member—When no longer medically or professionally qualified to perform aviation service, a member is disqualified. Disqualification terminates flying incentive pay.

Entitlement—Members under competent orders to participate in regular and frequent aerial flights as crew or non-crew members, who otherwise meet the requirements of this the DoD FMR 7000-14R, Volume 7, Part A.

Flying Evaluation Board (FEB)—An administrative, fact-finding proceeding designed to ensure the quality control of the rated force. A board consists of rated officers who are qualified for aviation service and are serving in an active ASC. Board members examine a rated officer's professional qualification for aviation service, evaluate potential for use in future rated duties, and make recommendations to higher authorities.

Frequent and Regular—"Frequent and regular" is a DoDFMR 7000.14-R, Volume 7, Part A, term which establishes the minimum monthly flight requirements to be entitled to conditional ACIP or HDIP, or CEFIP. The DoDFMR 7000.14-R, Volume 7, Part A, sets the minimum at four hours for active duty (DoD FMR, Part 2) and 2 hours for ARC per calendar month, or a prorated share for lesser periods. By itself, the requirement to fly frequently and regularly is not justification to assign an individual to aircrew or operational support flier status. There must be a need to perform in-flight duties.

In-flight Duties—In-flight duties are duties essential to the operation of specified aircraft, i.e., essential to the in-flight mission, test, operation, or maintenance of the aircraft, or the in-flight test, operation, or maintenance of aircraft-installed equipment basic to the mission of the aircraft.

Man-Year—A specific budgetary obligation of funds to support payment of incentive pay for one individual for one fiscal year. HQ USAF/XOOT allocates man-years and fractions of man-years for each approved aviation service duty requirement. Commanders can supply man-years as one individual for one year, three individuals for four months, two individuals for six months and so forth.

Non-rated or Non- CEA Aircrew Member—A non-rated officer or non-CEA enlisted member aircrew member qualified for aviation service, assigned to an approved aircrew prefixed position, listed in an aircraft's crew composition complement in AFI 65-503, and required to perform aircrew duties on a full-time basis in order for the aircraft to perform its primary mission. They are responsible for the safe ground and flight operations of the aircraft and onboard systems.

Operational Support Flier (Ops Supt)—An individual whose primary, full time duty does not require flying. However, the Air Force may require these individuals to fly on an occasional basis in order to perform a specific, essential in-flight duty that a regularly assigned aircrew/mission crewmember cannot perform. Duties may include, but are not limited to, in-flight test, operation or maintenance of aircraft systems or installed equipment. Commanders must place operational support fliers on AOs for them to be entitled to receive hazardous duty incentive pay.

Parachutist—AFI 11-412 identifies authorized parachutist UMD positions and individuals must hold the correct Air Force Specialty Code (AFSC) and AFSC prefix (when appropriate).

Parachutist Service—"Parachutist service" applies to all USAF and ARC members required to obtain/maintain jumping skills and perform essential jump duties. Policy distinguishes between aircrew member parachutists (dual requirements to fly and jump) required to maintain parachutist status and non-aircrew parachutist status (officer and enlisted) only. Differences regarding qualifications, termination, and entitlements show varying degrees of parachutist career involvement. Nonetheless, all members must be professionally and physically qualified and on an AO requiring frequent and regular jump.

Rated Aircrew Member—A rated aircrew member is a commissioned officer who holds a USAF aeronautical rating. The USAF considers rated officers to be in career aviation status and awards ratings only to pilots, navigators, air battle managers, observers, and flight surgeons. Only USAF or USAF-approved rated officers are entitled to ACIP or HDIP

Rated Duty—A rated aircrew member qualified for aviation service performing rated duties while assigned to a rated API (1, 2, 3, 4, 5, 6, 7, 8, or 9) UMD coded position. Rated duty terminates upon separation, retirement, suspension, and disqualification from aviation service.

Suspension of Member—Suspension is a temporary termination of aviation service while a member's future aviation service is under review. Suspension stops flying incentive pay until the member's aviation status is resolved. Under the DoDFMR 7000.14-R, Volume 7, Part A, if a member remains qualified for aviation service, their commander may remove the suspension and restore the member's back pay for all or part of the suspension.

Attachment 2**APPLICATION FOR ASTRONAUT QUALIFIER**

(Date)

MEMORANDUM FOR (Your MAJCOM's Address)

HQ USAF/XOOT

FROM: Unit of Assignment/Functional Address Symbol

Applicant's address

SUBJECT: Application for Astronaut Qualifier

1. Request award of the (current aeronautical rating) astronaut qualifier.
2. The following information supports this application:
 - a. Applicant's full name, grade, and SSN.
 - b. Applicant's military address.
 - c. Copy of AOs awarding current rating.
 - d. Qualifying flight.

(Signature)

(TYPED NAME, Grade, USAF)

Attachment:

AO

Attachment 3**REQUEST FOR APPEARANCE BEFORE AN AERONAUTICAL RATING BOARD**

(Date)

MEMORANDUM FOR (Functional address of immediate commander or convening authority)

FROM: Applicant's Name

2321 North Apache Drive, Suite 111

Butte, MT 25490-1324

SUBJECT: Request for Appearance/Waiver of Appearance before an Aeronautical Rating Board

1. Request (an appearance before an Aeronautical Rating Board) (a waiver of appearance before an Aeronautical Rating Board) leading to the award of the USAF (pilot/navigator/air battle manager/observer) aeronautical rating. I understand the request will only be approved if an operational flying duty position exists. If granted the rating, I will be considered qualified to perform all flying duties required of a USAF rated officer of comparable training and experience.

2. The following information supports my application:

a. Current Aviation Designation Orders.

b. Summary of Military Flying Training. (Include copies of orders or certificates that verify successful completion of all formal courses of flying training. If possible, include course names or titles, course numbers, class numbers, dates, and bases or facilities where training was accomplished.)

c. Aviation Service Orders. (Official military document(s) that show current qualification to perform duties in the aeronautical specialty, qualification at the time of separation from the military, or termination of military status that required flying duty.)

d. Medical Records. (DD Form 2808, Report of Medical Examination, and DD Form 2807-1, Report of Medical History, or other valid forms appropriate for the medical examination, certifying medical qualification for flying duty in the requested rating, completed within the past year.)

e. Military Flying Record. A record of all military flying time. Include a breakout of hours flown, including undergraduate flight training, by aircraft type, total time in each aircraft by primary, secondary, instructor, or evaluator hours, and date of last flight. This record may be a typed list or a copy of an official document showing the information. In either case, an air operations officer or equivalent should certify the record.

f. Duty History. A brief resume of military flying service to include time at various installations, aircraft in which qualified, and highest aircrew qualification attained in each period and aircraft.

g. Service Documentation. Copies of official documents that reflect the dates of commissioning, appointments, separations, and discharges.

NOTE: Active duty applicants should submit a copy of a leave and earning statement. These documents will be used to establish OSD and ASD dates.

h. Statement of Aviation Service Qualification. Statement by the applicant that he or she has never been disqualified for aviation service for cause.

i. Statement of Aviation Service Accidents. A statement by the applicant summarizing any accidents in which he or she was involved as a crewmember, or negative statement if applicable.

j. Assignment Limitation Statement. Former helicopter- only pilots must include the following statement: "If approved for award of the USAF pilot aeronautical rating, I understand I cannot be assigned to an active flying position in other than helicopters unless I complete USAF Specialized Undergraduate Flying Training or Fixed Wing Qualification Training. This restriction does not apply if I completed USAF/USN Primary Fixed Wing Qualification Training."

k. Summary of Civilian Flying Since Separation from Active Duty. Include record of civilian flying time by type aircraft and date of last flight if applicable.

(Signature of applicant)

(TYPED NAME, Grade, USAF)

(SSAN)

Attachments:

List Attachments

Attachment 4**REQUEST FOR VOLUNTARY DISQUALIFICATION FROM
AVIATION/PARACHUTIST SERVICE**

(Date)

MEMORANDUM FOR (Functional Address/Name of Immediate Commander)

FROM: (Functional Address Symbol/Name of Applicant)

3041 North Oak Lane

Baltimore, Maryland 21210

SUBJECT: Request for Voluntary Disqualification from Aviation/Parachutist Service

1. I voluntarily request disqualification from aviation/parachutist service. I understand voluntary disqualification from aviation/parachutist service is permanent.

2. The following information supports this request:

a. Current AFSC, duty title, ASC, and military address:

b. Date of current aeronautical rating or aviation service:

c. Flying/jump time during past 12 months:

d. Air Force Specialty:

e. A copy of my last individual flight record (IFR) or Quarterly Jump Record (QJR), a copy of my Individual Data Summary (IDS) reflecting my records review and a report of individual personnel (RIP).

3. Request disqualification for the following reasons: Provide narrative of reasons for disqualification. Disqualification is not automatic and members should continue to perform and conduct themselves in a professional manner.

(Applicant's Signature)

(Applicant's TYPED NAME, Grade, USAF)

(SSAN)

Attachments:

As Required

1st Ind, (Functional Address Symbol/Name of Immediate Commander)

TO: (Functional Address Symbol of Next Higher Reviewing Authority)

1. Applicant (is) (is not) under consideration for involuntary disqualification for aviation/parachutist service.

2. Applicant (is) (is not) awaiting trial by court-martial.

3. Applicant (is) (is not) being considered for (voluntary) (involuntary) separation.

4. Applicant (is)(is not) (projected) (selected) for assignment to an aircrew or rated position.

5. If the applicant is disqualified for aviation service, I (will) (will not) require a replacement.

6. I have interviewed the applicant making this request and I believe granting this request (is)(is not) in the best interest of the Air Force for the following reasons:

(Commander's Signature)

(Commander's TYPED NAME, Grade, USAF))

(Commander)

Attachments:

As Required

Attachment 5**NOTIFYING INDIVIDUAL OF REVIEW OF AVIATION SERVICE STATUS RESULTING
FROM PERSONNEL RELIABILITY PROGRAM DECERTIFICATION**

(Date)

MEMORANDUM FOR Functional Address Symbol (Name of Individual)

FROM: (Functional Address Symbol of Individual's Unit Commander)

1209 Rescue Way, Suite 101

Moody AFB GA, 30909-1112

SUBJECT: Review of Aviation Status As a Result of Personnel Reliability Program Decertification

1. As a result of your decertification from the personnel reliability program (PRP), the Air Force must make a determination regarding your continued aviation status.
2. I intend to recommend that you (remain qualified) (be disqualified) from aviation service based upon the following: (Provide the rationale for the recommendation).
3. You have 14 days to provide statements or documents on your behalf. I will forward all documentation, including those you provide, for review and further recommendations concerning your future aviation status. HQ (MAJCOM) will make the final determination.
4. Acknowledge receipt of this letter and return it to me within two working days.

(Commander's Signature)

(Commander's TYPED NAME, Grade USAF)

(Commander)

Attachments:

As Required

1st Ind, (Name of Individual)

TO: (Functional Address Symbol/CC)

I acknowledge receipt of this letter and I (do/do not) intend to submit statement or documents on my behalf.

(Individual's Signature)

(Individual's TYPED NAME, Grade, USAF)

(SSAN)

Attachment 6**REQUESTING REQUALIFICATION FOR AVIATION SERVICE**

(Date)

MEMORANDUM FOR (Servicing HARM Office)
(Commander's Functional Address Symbol)
MAJCOM/DO (if applicable)
HQ AFPC/DPAOY (if applicable)
IN TURN

FROM: (Applicant's Functional Address Symbol, Name)

1089 Aircrew Way, Suite 8

Grand Forks AFB ND 73232-1112

SUBJECT: Request for Requalification for Aviation Service

1. In accordance with AFI 11-402, paragraph **3.8.** or **5.10.2.**, as appropriate request requalification for aviation service and an adjustment to my ASD (for medical requalification or breaks in military service). I understand the Air Force will not approve this request unless a rated, non-rated or non-CEA aircrew position / vacancy exists (needs of the Air Force), and my requalification will not become effective until I am assigned to rated/non-rated/non-CEA aircrew duty.

2. The following information supports my request:

a. Current duty AFSC, duty title, and military address:

b. Previous aviation service duty AFSC and duty title:

c. AOs (Atch 1). (Include copies of AOs confirming previous aviation service and imposing disqualification.)

d. Medical Records (Attachment 2). (DD Form 2808, Report of Medical Examination, and DD Form 2807-1, Report of Medical History, or other valid forms appropriate for the medical examination, certifying medical qualification for flying duty in the requested rating, completed within the past year.)

e. Individual Flight Record (IFR, Atch 3). (Include copy of IFR reflecting last date flown and total hours by type aircraft and those parts of the flight evaluation folder (FEF) documenting aircrew qualification history.)

f. AF Form 142, Aviation Service Audit Worksheet (Ach 4). An updated AF Form 142 for rated officers and CEAs.

g. Additional Statements (Atch 5). (For rated officers, include a statement of involvement in any aircraft accident (military and civilian) as an aircrew member. For all, include a statement to verify the applicant did not fail to attain or maintain aircrew qualification or submit a request for voluntary disqualification for aviation service. Negative statements must be furnished, if applicable.)

h. Active Duty Service Commitment (ADSC) Date:

3. I have accomplished all required actions to remove previous impediments to aviation service. Documentation of these actions is attached.

(Applicant's Signature)

(Applicant's TYPED NAME, Grade, USAF)

Attachments:

1. AOs
2. Medical Class II Examination
3. Individual Flight Record
4. AF Form 142, Aviation Service Worksheet
5. Additional Statements

Attachment 7**REQUEST FOR REVALIDATION OR REQUALIFICATION FOR AVIATION SERVICE
(AIR RESERVE COMPONENT PERSONNEL)**

(Date)

MEMORANDUM FOR (HARM Office)

(Gaining Unit Commander Functional Address Symbol)

MAJCOM/DO (if applicable)

HQ AFPC/DPAOY (if applicable)

IN TURN

FROM: Applicant's Name, Functional Address Symbol)

205 Dodd Lane, Suite 102

McCoy AFB FL 33123-3013

SUBJECT: Request for Revalidation or Requalification for Aviation Service

1. In accordance with AFI 11-402, paragraph **3.10.2.** or **5.10.2.**, request (my AOs be revalidated) (I be requalified for aviation service) and an adjustment to my ASD (for medical requalification or breaks in military service). This action is necessary to be considered for an assignment to (Name of Gaining Unit) as a (Duty Position, AFSC).

2. The following information supports this request:

a. Date of separation:

b. Medical Class II/III Examination (Atch 1). (Include a current DD Form 2808, Report of Medical Examination, and DD Form 2807-1, Report of Medical History, completed in accordance with requirements in AFI 48-123.)

c. AOs (Atch 2). (Include copies of all AOs awarding aeronautical ratings, suspending or disqualifying you for aviation service, or imposing restrictions on aviation service.)

d. Individual Flight Record (IFR) (Atch 3). (Include a copy of IFR showing last date flown and total flying hours by type aircraft and those parts of the flight evaluation folder (FEF) documenting aircrew qualification history.)

e. AF Form 142, Aviation Service Audit Worksheet (Atch 4). For rated officers and CEAs.

f. Civilian Flying Record (Atch 5). (Include record of civilian time by aircraft and last flown date.)

g. Service Documentation (Atch 6). (Include copies of official documents that reflect the date of initial commissioning, appointments, separations or discharges (DD Form 214, Certificate of Release or Discharge from Active Duty (Storage Safeguard Form)).

h. Additional Statements (Atch 7). (Include statement of involvement in any aircraft accident as an aircrew member, whether or not you ever met a training review board or flying evaluation board, were eliminated from a formal training course, or submitted a voluntary request for disqualification. Negative statements must be furnished, if applicable.)

(Applicant's Signature)

(Applicant's TYPED NAME, Grade, USAF)

Attachments:

1. Medical Examination
2. AOs
3. Flight Documentation
4. AF Form 142, Aviation Service Worksheet
5. Civilian Flight Record
6. Service Documentation
7. Statements

Attachment 8**REQUEST FOR HUMANITARIAN DISQUALIFICATION IN LIEU OF
VOLUNTARY DISQUALIFICATION FOR AVIATION SERVICE**

(Date)

MEMORANDUM FOR (Unit Commander's Functional Address Symbol)

FROM: (Member's Functional Address Symbol, Name)

122 Bartley Street, Suite 156W

Eglin AFB FL 32454-1235

SUBJECT: Request for Humanitarian Disqualification in Lieu of Voluntary Disqualification from Aviation Service.

1. Request humanitarian disqualification in lieu of voluntary disqualification from aviation service.

2. The following information supports my request:

a. Current duty AFSC, duty title, ASC, and military address:

b. Date assigned aviation service:

c. Flying time during the past 12 months:

d. Projected non-flying Air Force Specialty:

e. A copy of the last sheet of the individual flight record (IFR) and a copy of the records review report of individual personnel (RIP).

3. My reasons for requesting disqualification are: (Give short summary of associated AFI 36-2110 humanitarian reassignment, deferment, or permissive reassignment action. Include the reason why participation in flying duties must be discontinued and an estimated time for resolution of the problem.)

(Member's Signature)

(Member's Type Name, Grade, USAF)

(SSAN)

Attachments:

1. IFR

2. Records Review RIP

1st Ind, (Unit Commander's Functional Address Symbol)

TO: (MPF Functional Address Symbol)

Servicing HARM Office

IN TURN

1. Applicant (is/is not) under consideration for involuntary disqualification for aviation service.

2. Applicant (is/is not) currently awaiting trial by court-martial.

3. Applicant (is/is not) currently being considered for (voluntary/involuntary) separation.
4. If the applicant is disqualified for aviation service, a replacement (will/will not) be required.
5. I interviewed the individual making this request and believe granting this request (is/is not) in the best interest of the US Air Force for the following reason:

(Unit Commander's Signature)

(Unit Commander's TYPED NAME, Grade, USAF)

(Commander)

Attachment 9**OPERATIONAL SUPPORT MAN-YEAR REQUEST**

(Date)

MEMORANDUM FOR (Servicing HARM Office)

(MAJCOM/DO)

IN TURN

FROM: (Requesting Flying Unit Commander/Functional Address Symbol)

408 Bilge Road

Selfridge AFB MI, 89708-2135

SUBJECT: (Officer Operational Support Man-Year Requirements Report, RCS: HAF-X00 (A&AR)8601) or (Airman Operational Support Man-Year Requirements Report, RCS: HAF-X00(A&AR)8602 (See Note 1).

1. Request (annual) (supplemental) man-years for the following FY__ operational support requirements:

DAFSC	Type Aircraft	Man-Years/Man-Months Requested
-------	---------------	--------------------------------

Justification (Atch #)

2. All personnel affected by this request have current medical certification and physiological training.

3. The (flying unit) project officer is _____, DSN _____.

(Unit Commander Signature

(Unit Commander's TYPED NAME, Grade, USAF)

(Commander)

Attachment:

Justification

NOTES:

1. The 8601 report applies to officers and the 8602 to airmen. Submit officer and airman requests under separate cover letter.

2. Request minimum amount to cover known duration of requirement.

3. Flying unit commanders (whose mission requires Op's Support flyers) should sign requests for man-years. However, they may delegate this authority within their unit (DO or ADO)

Attachment 10**OPERATIONAL SUPPORT MAN-YEAR JUSTIFICATION**

Provide the following as an Attachment to each man-year request to the MAJCOM. This data must justify each ops support requirement as essential to mission accomplishment. MAJCOMs will disapprove requests with insufficient justification or utilization statistics. MAJCOMs will include all justifications with annual MAJCOM request to HQ USAF/XOOT for review. HQ USAF/XOOT is the final approval authority for annual requests.

- a. Description of in-flight duties to be performed by ops support flier (s) and total number of individuals necessary to fulfill requirement.
- b. Reason why duty cannot be performed by authorized aircrew personnel.
- c. Estimated frequency and duration of flights per month.
- d. Provide previous 12 months' record of flying hours and months paid per individual. If the request is for a new requirement, or there was no activity in the previous 12 months, so state and provide the tasking which generates the request.

NOTE: Do not use classified information.

Attachment 11**REQUEST FOR AWARD OF PARACHUTIST BADGE**

(Date)

MEMORANDUM FOR (Servicing HARM Office)

FROM: (Functional 3-Line Address/Symbol)

SUBJECT: Application for Parachutist Badge

1. In accordance with AFI 11-402, **Chapter 9** request award of Air Force basic parachutist badge.
2. The individuals listed below completed the USAF Academy Free Fall Course. I validate these members were on valid aeronautical orders and meet the requirements of AFI 11-402, **Table 9.2**. I submit the following information for this application:

Name	Rank	SSAN	DAFSC	Training Completion Date

(Signature)

(TYPED NAME, Grade, USAF)

Attachment:

Current AO

Attachment 12**COMMANDER'S INITIAL AO REQUEST**

MEMORANDUM FOR (Servicing HARM Office)

FROM: (Functional Address Symbol)

SUBJ: Initial Nonrated AO request

I validate the following member is qualified for aviation service, has a full-time requirement to perform aircrew duties, and is assigned to an authorized "X", "K", or "Q" aircrew prefixed UMD DAFSC and request the HARM to publish initial Aeronautical Orders IAW AFI 11-402, para **6.5.1** for:

1. Applicant's full name, grade, SSAN.
2. Unit of assignment.
3. Current UMD DAFSC (with prefix), and position number.
4. Date of current flying Class III physical:
5. Date of Physiological Training (if applicable):
6. Formal flying training course (or in-unit formal flying training) class-start date:
7. I validate member is not dual assigned to a UMD aircrew position.

(Unit Commander's signature)

(Commander's typed name, grade, USAF)

Attachments:

- 1- AF Form 1042
- 2- UMD data sheet

Attachment 13

FLYING EVALUATION BOARD PROCEDURES

A13.1. Initial HARM Actions:

A13.1.1. When a commander orders an officer before an FEB, the HARM office notifies the MAJCOM and HQ AFPC /DPAOY (for ANG officers, notify NGB/XOO, for AFRC officers, notify HQ AFRC /DOT). Include HQ AETC/DOF and DOFV as an addressee when recent UFT graduates are eliminated from training for failure to meet training standards. Include the reason for convening the board; the name, grade, SSN, AFSC, rating, and unit of assignment of the respondent; the proposed date of board; and a point of contact with phone number. Coordinate with MPF to make sure the officer is not reassigned on a PCS or allowed to complete a PCS until FEB action is complete. (If the officer is on temporary duty (TDY), AFI 36- 2110 applies.)

A13.1.2. Prepare orders appointing the board. Indicate aeronautical rating and ASC of each member.

A13.2. FEB Processing. Ensure the report is clear and legible. The recorder or a board member must initial erasures and additions.

A13.2.1. Use 8-1/2 by 11-inch paper, one side only, with a double space between questions and answers. Paragraph long questions or answers at convenient intervals. Number pages at the bottom center. Margins conform to rules for correspondence; however, allow a margin of at least 2 1/2 inches at the top of each page. At the bottom of each page in the left-hand margin, note the principal matter appearing on the page; for example, JONES/Direct/Cross/Excused, or Findings, or Explanation of Rights, or Govt EX 1/Admitted, and so forth. Use the following abbreviations to identify board members and other participants when preparing the transcript:

Senior board member	SBM
Member of the board	MEM (name)
Recorder	REC
Legal advisor	LA
Medical advisor	MA
Reporter	REP
Respondent	RESP
Respondent's counsel	RC
Witness	WIT (name)

A13.2.2. The index must contain (tab all exhibits):

Witnesses and the page number of their testimony.

The page number showing when each exhibit was offered and admitted.

Proceedings must be verbatim.

A13.2.3. Preparing Copies. Send the original to the MAJCOM and a copy to the convening authority, each reviewing authority, and the respondent.

A13.2.4. Arrangement of Material. Assemble the material into sets. Arrange originals to make one set. Each set has one copy of each of the following documents filed in the order shown:

Index of board proceedings.

FEB report.

Exhibits.

If volume permits, fasten all sets to the inner right side of a standard Kraft folder with prong fastener. Otherwise, covers and tabs may be reproduced locally to accommodate bulky records.

Paper clip the transmittal letter to the front of the folder.

A13.2.5. Prepare the transmittal letter for the convening authority to sign and include the following respondent information:

Name, grade, and SSN.

Primary and additional AFSC.

Aeronautical rating affected.

Additional aeronautical ratings, if applicable.

A13.2.5.1. Provisions of **Chapter 4** and specific allegations that are the basis for the officer meeting the FEB.

A13.2.5.2. On the convening authority's transmittal letter, his/her recommendation is **Attachment 1** to the transmittal letter; review for legal sufficiency is **Attachment 2**; and the FEB report with index and exhibits, is **Attachment 3**.

Attachment 14**APPOINTING MEMBERS OF A FLYING EVALUATION BOARD**

DEPARTMENT OF THE AIR FORCE

(Unit)

(Base)

SPECIAL ORDERS #

The following people are appointed members of the Flying Evaluation Board to be convened at (time and place determined by the senior board member). The purpose of the board is to examine an officer's professional qualification for aviation service, evaluate the officer's potential for future rated duties, and make recommendations to higher authorities. The order confirms the (date) verbal orders of (convening authority, unit). Authority: AFI 11-402, paragraph [4.7](#).

(List Board position, name, grade, SSN, unit and station of assignment, MAJCOM, aeronautical rating, and ASC of all members.)

Attachment 15

CONVENING THE FLYING EVALUATION BOARD

(Date)

MEMORANDUM FOR (Senior Board Member)

Flying Evaluation Board

(SBM's Organization)

FROM: (Convening Authority's 3-line Functional Address/Symbol)

1280 Scott Boulevard, Suite 2

Scott AFB, IL 60760-1240

SUBJECT: Flying Evaluation Board

1. In Accordance With AFI 11-402, **Chapter 4**, paragraphs (appropriate paragraphs), you will convene the Flying Evaluation Board appointed by (special order, headquarters, date), on (date established by special order). The board will develop and consider evidence concerning the professional qualifications as a (aeronautical rating) of (grade, name, SSN), (organization), and will make recommendations regarding the future use of this officer in the performance of flying duties. The basis for board action is (appropriate paragraphs of AFI 11-402, **Chapter 4**).

2. Conduct and report all proceedings according to this instruction.

FOR THE COMMANDER

(Convening Authority's Signature)

(Convening Authority's TYPED NAME, Grade, USAF)

Attachment 16**NOTIFYING RESPONDENT OF FLYING EVALUATION BOARD**

(Date)

MEMORANDUM FOR (Respondent's Commander Functional Address Symbol, Name of Respondent)

FROM: (Convening Authority's 3-line Functional Address/Symbol)

1230 SAC Boulevard, Suite 1

Offutt AFB, NE 12307-3201

SUBJECT: Flying Evaluation Board Notification Letter (See NOTE:)

1. A Flying Evaluation Board will convene in (room and building number, hour, date), to develop and consider evidence concerning your professional qualifications as a (aeronautical rating) and make recommendations regarding your future use in flying duties. The proceedings of the board are subject to review and further recommendation by the convening authority and intermediate commanders. HQ (MAJCOM) will determine final action.
2. IAW AFI 11-401, para, 3.6, your aviation service is suspended effective the date of this letter and will remain suspended throughout the FEB process. Your flight pay will be terminated the day prior to the effective date of your suspension.
3. You are directed to meet the board IAW AFI 11-402, paragraphs (appropriate paragraphs). It is alleged that (state the exact reasons why the respondent is meeting the FEB).
4. The following people will be witnesses:
(Name, Grade, and Organization) or
Mr. (civilian)
5. You may be represented by counsel.
6. If you desire, the board will arrange for the presence of military witnesses who are reasonably available to testify on your behalf.
7. You will have the opportunity to examine and cross-examine witnesses, submit evidence, testify or make a statement, and submit a brief.
8. If you cannot appear before the board at the time and place specified, you may request another date or meeting place. If a delay is essential to the proper defense of your case, you may request another date or meeting place.
9. IAW AFI 11-402, paragraph 4.4.6., you may submit an application for voluntary disqualification for aviation service in lieu of this Flying Evaluation Board action.
10. Acknowledge receipt of this notification by endorsement not later than (date). Your reply will include the following:
 - a. A statement that the time and place for the board meeting is satisfactory, or a request that the time or place be changed. (Justification must accompany a request to reschedule the board.)

b. A statement that you do or do not desire the board to arrange for certain persons to appear as witnesses in your behalf. Complete data on each of these witnesses must be included in your request.

c. A statement that you do or do not desire assistance of the board in obtaining military counsel.

d. A statement that you do or do not intend to request voluntary disqualification for aviation service in lieu of Flying Evaluation Board. If you elect to make this application, submit it within 5 workdays.

11. A copy of AFI 11-402 is attached for your use.

NOTE: Delete inappropriate paragraphs in FEBs for requalification or for Aeronautical Rating Boards.

(Recorder's Signature)

(TYPED NAME, Grade, USAF)

(RECORDER)

Attachment:

AFI 11-402

Cc:

Servicing HARM

Attachment 17**REQUEST FOR VOLUNTARY DISQUALIFICATION IN LIEU OF FLYING EVALUATION BOARD**

(Date)

MEMORANDUM FOR Functional Address (Name of Immediate Commander)

FROM: Functional Address Symbol (Name of Applicant)

SUBJECT: Request for Voluntary Disqualification In Lieu of Flying Evaluation Board

1. In accordance with AFI 11-402, paragraph 4.4.6, I voluntarily request disqualification from aviation service in lieu of FEB. I understand voluntary disqualification for aviation service is permanent.

2. I submit the following information as required:

a. Current duty AFSC, duty title, ASC, and military address:

b. Date of current aeronautical rating or aviation service:

c. Flying time during past 12 months:

d. Air Force specialty:

e. A copy of the last sheet of my individual flight record (IFR) and a copy of my records review report of individual personnel (RIP).

(Applicant's Signature)

(Applicant's TYPED NAME, Grade, USAF)

(SSAN)

Attachment(s):

As Required

1st Ind, Functional Address Symbol (Name of Immediate Commander)

TO: Functional Address Symbol of Next Higher Reviewing Authority

1. Applicant (is) (is not) under consideration for involuntary disqualification for aviation service.

2. Applicant (is) (is not) awaiting trial by court-martial.

3. Applicant (is) (is not) being considered for (voluntary) (involuntary) separation.

4. Applicant (is)(is not) (projected) (selected) for assignment to an aircrew or rated position.

5. If the applicant is disqualified for aviation service, I (will) (will not) require a replacement.

6. I have interviewed the officer making this request, and I believe granting this request (is)(is not) in the best interest of the Air Force for the following reasons:

(Commander's Signature)

(Commander's TYPED NAME, Grade, USAF)

Attachment(s);

As Required

Attachment 18**SUGGESTED PRELIMINARY INSTRUCTIONS FOR A FLYING EVALUATION BOARD****SAMPLE**

INTRODUCTION: These instructions are not required but are provided as guidance for legal advisors. Do not use these instructions without modifying them to meet the existing circumstances.

LA

My duty as legal advisor is to help ensure a fair, impartial, and orderly hearing. I can make advisory rulings on the admissibility of evidence, procedural matters, and other questions and objections arising during the hearing. However, my rulings are not final. The senior board member will make the final determination. After all evidence is presented, I will advise the board on procedures to follow in closed session. Your responsibility as board members is to act as impartial fact finders. Your findings will have great significance to the respondent and the United States Air Force. Given the facts, you will have to draw conclusions, determine findings, and make recommendations concerning the disposition of this case. Your findings must be consistent with the facts and your recommendations consistent with the findings and IAW AFI 11-402. Each of you must be satisfied you can fairly and impartially hear this case. Later, the respondent and the respondent's counsel may question you on this point. If you are not convinced you can act impartially, say so now.

(Let the record reflect a negative response.)

The recorder will present evidence concerning the reasons for convening the board. When the recorder's presentation is concluded, the respondent, with the assistance of counsel, has the right to submit additional evidence. Evidence consists only of documents and testimony admitted before you. Disregard extraneous matters and evidence excluded by the senior board member. When evaluating the evidence, use the training and experience you have gathered throughout your careers.

Examination of witnesses is conducted first by the party calling the witness. After direct examination, cross-examination may follow. After questioning by both the recorder and the respondent's counsel, members of the board may ask questions. In addition, members of the board may call witnesses before the board if they feel those witnesses have information that is relevant. The same is true of documentary evidence. You should exercise caution in this area. It is sometimes easy to become overzealous and forget or ignore the responsibility to remain impartial. If it is necessary to ask questions, confine your questions to matters before the board.

It is a good idea to take notes as the testimony proceeds. The notes are invaluable in your later deliberations and they help avoid repetitive questioning.

When you wish to ask a question, please identify yourself so the reporter may identify you for the record. Members of the board are prohibited from making off-the-record statements. If comment on a witness' testimony is necessary, the recorder or respondent's counsel may refer to it in final argument or the board members are not bound by the formal rules of evidence prescribed for deliberations. Finally, administrative boards are not bound by the formal rules of evidence prescribed for trials by court-martial. All reliable evidence should be considered. You should consider all evidence admitted by the Senior Board Member, giving each item the weight it merits

Are there any questions? END OF PRELIMINARY INSTRUCTIONS

Attachment 19

CHALLENGE PROCEEDINGS

SAMPLE

REC (continuing to address respondent)

Q. Who do you challenge and what are the grounds for challenge?

A.

(His or her counsel, the voting members, and the recorder of the board may question Respondent. Limit questions to the grounds of the challenge.)

REC (addressing challenge member)

Q. Do you want to make a statement regarding the challenge?

A.

(The respondent, the respondent's counsel, all voting members, and the recorder may question challenged member.) When it is clear the member cannot conscientiously participate or the challenge would be unanimously sustained, the senior board member should state:

SBM

Provided no voting member objects, (grade and name) is excused.

NOTE: If the challenge is disputed, the senior board member states:

SBM

This session will be closed to consider the challenge. (Session is closed. Respondent, his or her counsel, and the challenged member withdraw. Determination is made by majority vote of the other voting members; a tie disqualifies the member challenged.)

(Session opens.)

SBM

The board is open. The challenge (is/is not) sustained.

NOTE: If the challenge is sustained, the challenged member is excused and the action is noted in the record. The remaining members constitute the board unless additional members are necessary to constitute a quorum. If a challenge reduces the number of members below a quorum (three), the board will recess until additional members are obtained. If alternate members must be obtained, all proceedings will be read to the new member in the presence of the respondent and his/her counsel. Give the respondent the opportunity to challenge the new member for cause.

END OF CHALLENGE PROCEEDINGS

Attachment 20**PROCEDURE FOR EXAMINATION OF WITNESES**

REC (if witness is a civilian)

Q. State your name and address.

A.

Q. What is your occupation and where do you work?

A.

REC (if witness is a military member)

Q. State your name and address.

A.

Q. What is your occupation and where do you work?

A.

WIT

(Witness testifies)

(The recorder questions the witness. The respondent or his/her counsel may cross-examine the witness. The voting members may examine the witness if any particular point requires clarification or amplification. The witness is required to identify evidence originated by him/her.)

SBM

Thank you for your testimony in this hearing. You are directed (if military) / requested (if civilian) to not discuss the substance of your testimony here today with anyone, other than the recorder, counsel and the respondent. Do you have any questions about this order/request? You are dismissed/excused.

NOTE: Use the same procedures for obtaining the testimony of each witness.

END OF PROCEDURE FOR CIVILIAN WITNESS

Attachment 21**PROCEDURE FOR ADDING AN ALLEGATION TO THE NOTIFICATION LETTER**

1. Add a new basic allegation to the notification letter any time it becomes evident an addition is appropriate. This allegation will conform to one of the conditions specified in **Chapter 4**.
2. The usual procedure is for the recorder to present the proposed additional allegation as an exhibit for adoption.
3. However, the board, on its own motion, may initiate this action. The board should request the legal advisor (if appointed) or legal officer to prepare a draft allegation and, in open hearing, hand it to the recorder to process as if the recorder has initiated the allegation.
4. The following procedures are appropriate:

SBM

Consideration should be given to the addition of a new allegation to the notification letter. The legal advisor has drafted the proposed additional allegation as "Government Exhibit (no.)".

LA

I now hand to the recorder "Government Exhibit No. ____".

REC

The recorder moves that the board amend the notification letter to include an additional allegation. Had the commander been aware of the information, (he/she) would have included the allegation in the original notification letter.

SBM

The recorder's motion is (granted) (denied). "Government Exhibit No. ____ (is) (is not) accepted into evidence and the notification letter (is) (is not) amended.

SBM (to respondent)

You have up to 10 days to prepare your defense to this additional allegation. You are entitled to the maximum time. However, you may agree to a shorter time or you may continue this hearing without interruption. Consult with your counsel and state your desires.

RC

Respondent (is prepared to proceed at this time and waives further delay) or (the respondent requests ____ days to prepare a reply).

SBM

The respondent may present evidence on the additional allegation (or the board will adjourn until (time and date).

SBM

The board is open.

REC

Let the record show the board adjourned at (time and date), and reconvened at (time and date). All parties who were present when the board adjourned are again present.

SBM

Is the respondent prepared to present evidence concerning the additional allegation(s)?

RC

The respondent is prepared to proceed.

(Each side according to normal procedures will introduce Testimony.)

END OF ADDITIONAL ALLEGATIONS

Attachment 22**SUGGESTED FLYING EVALUATION BOARD CLOSING INSTRUCTIONS**

These instructions serve as a guide for legal advisors. Do not use them without modifying them to meet specific circumstances.

LA

In a few moments, you will go into closed session to determine findings and recommendations. Your objective is to determine findings based upon the facts of the case and make recommendations consistent with the findings. This information will assist the proper authority when making a final decision. Carefully phrase your findings to include the substance of the facts established by evidence and make a finding on each allegation. Do not comment on collateral matters raised by the evidence.

Findings must be specific and supported by the preponderance of evidence. A preponderance of evidence means evidence which, when fairly considered, produces the stronger impression, has the greater weight and is more convincing as to its truth when weighed against any evidence in opposition to it. It does not refer to the greater number of witnesses or documents. Use your best judgment and common sense to resolve disputed or conflicting evidence. When assessing the credibility of a witness, consider all the circumstances; for example, demeanor, manner of testifying, interest in the outcome of the case, friendships, biases, and prejudices.

Voting on the findings and recommendations should be by written ballot and a majority must agree on each finding and recommendation. If necessary, you may submit a minority report. If you need additional legal assistance or there is a question regarding procedure, you may reopen the board. If the assistance is solely to put findings and recommendations into proper form, I may enter the closed session. If I enter the closed session, the recorder must be present and the proceedings become part of the transcript.

Please disregard any statements I made during these proceedings that may indicate my opinion regarding what the findings and recommendations should be. You alone are responsible for those determinations.

Are there any questions?

Attachment 23**CHECKLIST FOR FLYING EVALUATION BOARDS**

Use this checklist to help you process the FEB. It is designed for use in conjunction with AFI 11-402.

CONVENING THE FLYING EVALUATION BOARD

1. Does cause exist to convene an FEB?
2. If the FEB is to consider evidence of failure to meet training standards, was the respondent offered the opportunity to request a waiver of FEB?
3. If the FEB is to requalify an officer who has been disqualified for more than five years, have rated requirements and assignment availability been coordinated with HQ AFPC/DPAOY?
4. Is just one respondent to appear?
5. Is the FEB convened by a flying unit commander (wing commander or higher)?
6. Is the convening order in the proper format?
7. Has the Host Aviation Resource Management (HARM) sent the notification message?
8. Did the HARM notify HQ AFPC/DPAOY, the MAJCOM, and HQ AETC/DOF (if applicable)?
9. Is the convening date within 30 days of appointment? If not, were the MAJCOM and HQ AFPC/DPAOY notified of the delay and the anticipated date?

BOARD MEMBERSHIP

1. Has the convening authority selected three voting members and an additional rated officer to act as recorder?
2. Have any of the board members been directly involved in the case?
3. Are all voting members qualified for aviation service, holding an active ASC, and senior in rank to the respondent?
4. Does at least one voting member hold the same rating as the respondent?
5. Has a legal advisor, if required, been appointed?
6. Was a FEB procedural briefing scheduled for the senior board member and the recorder?

PRE-HEARING RESPONSIBILITIES

1. Has the senior board member:
 - a. Briefed the recorder of his/her responsibilities and ensured he/she was relieved of other duties to properly perform recorder duties?
 - b. Given the recorder all documents, evidence, and correspondence relative to the case?
 - c. Specified a time and location for the FEB?
 - d. Ruled on any respondent requests for delay?
 - e. Verified the authenticity of the evidence?

2. Has the recorder:

- a. Reviewed AFI 11-402 and this checklist?
- b. Notified the respondent to appear?
- c. Obtained and analyzed all records, evidence, and correspondence regarding the case?
- d. Interviewed everyone who may have knowledge of the case and determined who to call as witnesses?
- e. Obtained testimony by deposition or affidavit from witnesses who are unable to appear?
- f. Kept the respondent notified of any changes to time or place of the FEB?
- g. Arranged for the presence of the respondent's military witnesses?
- h. Arranged for a reporter and any required advisory members?
- i. Notified every one of the time and place for the FEB?
- j. Ensured all evidence is available when the board convenes?
- k. Given the respondent and board members a chance to review all of the evidence?
- l. Assembled appropriate instructions and regulations for reference during the FEB?
- m. Authenticated copies of exhibits to be used as evidence?
- n. Informed the SBM when all pre-hearing actions are complete?

RESPONDENT NOTIFICATION

1. Has the respondent been notified IAW AFI 11-402, [Attachment 19](#)?
2. Did the respondent respond to the notification within 48 hours? If not, did the convening authority grant an extension?
3. Did the respondent request voluntary disqualification in lieu of (VILO) FEB? If so, was it within five workdays of notification?
4. If the respondent requested a VILO, was the officer suspended (ASC 04) by the FMO until the request can be acted upon?
5. Was the VILO request forwarded through channels to the MAJCOM?
6. If the respondent requested a particular military counsel, was the request honored and documented if denied?

EVIDENCE AND EXHIBITS

1. Does the evidence accurately fix dates, places, people, and events?
2. Is all reasonable evidence examined and are all facts relative to rated qualification reviewed?
3. Are only the applicable pages of publications or regulations submitted as exhibits and are they properly annotated?
4. Are all mandatory exhibits included?
5. Was the respondent given a chance to review all documents submitted as evidence?

CONDUCTING THE FEB

1. Is a reporter, recorder, respondent, counsel, and quorum of board members present during when all required parties are present?
2. Are witnesses present only while giving testimony?
3. Are the reporter and witnesses sworn?
4. Did the SBM explain the rights of the respondent when all required parties are present?
5. Was the respondent offered the right to challenge voting members for cause?
6. If a new member was appointed during the proceedings, did the new member review all proceedings up to that point in the FEB?
7. Was the identity of each witness and their relationship to the respondent established when all required parties are present?
8. Was the respondent or respondent's counsel allowed to cross-examine all witness called by the board?
9. Was all evidence received when all required parties are present?
10. Was the respondent compelled to testify?
11. Did advisory members give advice only when all required parties were present?
12. If a rated officer professes a fear of flying, did the board adjourn for the respondent to get counseling? If the fear of flying statement was not retracted, was the FEB terminated and the officer disqualified IAW AFI 11-402, paragraph 3.7.1.3.?
13. Was the respondent given an opportunity to answer all allegations?

FINDINGS AND RECOMMENDATIONS

1. Are all findings supported by the evidence?
2. Do the findings comment on each allegation?
3. Did the FEB note any extenuating circumstances?
4. Did the FEB determine if the respondent ever voluntarily requested suspension or disqualification for aviation service, met an FEB, or met a training review board that resulted in elimination from flying training?
5. If the legal advisor was present during deliberations, were questions limited to putting findings in proper form? Were transcripts deliberations with the legal advisor present included in the FEB report?
6. Did the FEB find the respondent's aviation service should be limited to certain aircraft, roles, or missions?
7. Are the recommendations consistent with the findings? Are they limited to the respondent remaining qualified or disqualified for aviation service?
8. If the respondent was in training and the recommendation was to remain qualified, did the board make a recommendation whether or not the respondent should continue training?
9. If dual rated, did the board make a recommendation regarding each rating?
10. If there was disagreement among voting members, was a minority report properly filed?

11. Were the findings and recommendations announced when all required parties were present?

POST-HEARING RESPONSIBILITIES

1. Has the recorder:

- a. Supervised preparation of the report and ensured there are enough copies?
- b. Ensured all members who were present throughout the hearing have signed all copies of the report?
- c. Arranged the material in the correct order?
- d. Prepared a transmittal letter for the convening authority?

2. Has the SBM reviewed the report?

FEB REPORT

1. Is the transcript verbatim, double-spaced, and on 8 1/2 by 11 inch paper?

2. Are all exhibits tabbed?

3. Does the index include witnesses and the page where their testimony appears? Is there a list of exhibits with the page where they were introduced?

4. Is the report arranged properly?

5. Are all required exhibits included in the following order?

- a. Special order appointing the board.
- b. Letter directing the board to convene.
- c. Letter notifying the respondent to appear.
- d. Report of Medical Examination (DD Form 2808) and Report of Medical History (DD Form 2807-1).
- e. Orders awarding aeronautical rating and ASC.
- f. Orders suspending or disqualifying the respondent.
- g. Copy of the Individual Flight Record.
- h. Copy of flight training or flight evaluation records.

6. Are all pages clearly labeled?

7. Is one copy of the report given to the respondent?

8. Are the original and other copies delivered to the convening authority for review, recommendations, and transmittal?

9. Are copies of the report mailed to each reviewing authority and to the MAJCOM?

10. Are FEB suspenses met? If not, are extensions requested and approved?

11. If the board is reconvened after forwarding copies of the report, was each copy returned to the convening authority?

THE REVIEW PROCESS

1. Legal Sufficiency Review

- a. Is the reviewer someone other than the FEB legal advisor?
- b. Is the review limited to determining procedural compliance and sufficiency of evidence?
- c. Was there any prejudicial error?
- d. Is the review dated and signed?

2. Convening authority review

- a. Did the convening authority add comments and recommendations, date, and sign each copy of the report to be forwarded?
- b. If nonconcurring, did the convening authority specifically identify the areas of contention and reason for nonconcurring?
- c. If a FEB finding indicated a lack of supervision or supervisory error, did the convening authority include a statement regarding corrective action taken or contemplated?

3. Intermediate Review

- a. If nonconcurring with the board or convening authority, are specific reasons cited?
- b. If new evidence is received and the FEB is not reconvened, is the evidence (or summary) forwarded with recommendations?
- c. Are suspenses being met?

Attachment 24**FORMAT FOR FLYING EVALUATION BOARD REPORT**

Headquarters designation

Place

Proceedings of the Flying Evaluation Board that convened at (place), pursuant to paragraph _____, special order _____, Headquarters _____, dated _____, a copy of which attached as "Government Exhibit 1." The board met at _____ hours, _____, 19 ____.

MEMBERS PRESENT:

_____(Grade)_____(Name)_____(SSN)_____(Function)_____

MEMBERS ABSENT:

_____(Grade)_____(Name)_____(SSN)_____(Function)_____

PURPOSE:

The purpose of the Flying Evaluation Board (FEB) was to consider evidence concerning the professional qualifications as a (rating) of (grade, name, SSN, organization) and to make recommendations regarding (his) (her) future performance of flying duties.

The respondent appeared before the FEB (with/without) counsel. The order appointing the FEB was entered into the record and the instruction under which the FEB convened was read aloud.

The respondent was asked if (he) (she) desired to challenge any member of the board for cause and replied (insert here entry of any challenge and the action taken). Advanced notification of this board was entered in evidence as "Government Exhibit 3."

The respondent was present during all sessions except deliberations of the FEB and was given the opportunity to cross-examine witnesses, to present evidence in (his/her) own behalf, to testify in person or submit a written statement, and to submit a brief. The proceedings were as follows:

The board will come to order.

REC

Let the record show that the respondent, (grade, name, SSN, organization) is present and junior in rank to all the voting members. This board was appointed by paragraph ____, special order ____, dated ____, 19 ____, Headquarters, _____. A copy of the appointing order is "Government Exhibit 2."

The respondent has acknowledged receipt of notice of this hearing. The notice of hearing and acknowledgment are "Government Exhibit 3."

REC

The reporter, (name), will be sworn.

REC (to reporter)

Please stand and raise your right hand:

"Do you swear that you will faithfully perform the duties of reporter."

REP

I do.

REC

The purpose of this Flying Evaluation Board is to consider evidence concerning the respondent's professional qualifications as a (rating) and to make recommendations regarding (his/her) future performance of flying duties.

REC (addresses respondent)

Q. Is the respondent represented by Counsel?

A.

Q. What is (his/her) name, grade, SSN, and organization?

A.

REC

It is alleged that the respondent (state the exact reasons why the respondent is meeting the FEB). AFI 11-402, paragraph _____, reads as follows; (read appropriate paragraphs).

NOTE: The legal advisor may now give preliminary instructions to the board, if desired.

REC (addresses the board)

Is any voting member unable to give the respondent a fair and impartial hearing?

NOTE: If the answer is "no" or there is no response, REC will state: Let the record show all members answered in the negative.

NOTE:

If anyone answers "yes", ask for the reason. If it is apparent the member should be released because of bias or prejudice against the respondent, the senior board member will release the member. Otherwise, follow the challenge proceedings. If this results in an insufficient number of voting members to constitute a quorum (three), the board will recess to get an alternate member. Ask the alternate member the same question. His or her qualification to sit depends on his or her answer.

SBM

It is my duty to explain the following rights to the respondent:

1. You may appear in person at all open proceedings of this board, except deliberations.
2. You may be represented at all sessions except deliberations by military counsel of your choice, if reasonably available, or civilian counsel of your choice at your own expense; or you may request that military counsel be assigned to represent you.
3. You may challenge any voting member of this board, for cause.
4. You, or your counsel, may question any witness who testifies.
5. You may call witnesses and present evidence in your behalf and you may submit a written brief covering all or any part of the proceeding.
6. You may or may not submit to examination. If you submit to examination, you will be sworn and will have to answer all questions. However, you will not be compelled to incriminate yourself, to answer any

question that might tend to incriminate you, or to answer any question not material to the issue when the answer might tend to degrade you. These are your rights under Article 31, Uniform Code of Military Justice.

SBM (addresses respondent)

Q. Do you desire further explanation of your rights?

A.

REC (addresses respondent)

You now have the opportunity to exercise your right of challenge. Any voting member of the board may be challenged for cause only. The legal advisor, medical advisor, and recorder are nonvoting members and not subject to challenge. Do you want to challenge any voting member?

A.

(If the answer is "no", the recorder should make the following statement before proceeding with the introduction of evidence.)

REC

Let the record show the respondent challenged no member. (If answer is "yes," the recorder should proceed with the challenge proceedings.)

REC (addresses board)

I now offer into evidence the respondent's DD Form 2807-1, Report of Medical Examination, dated _____. I ask that this report be marked "Government Exhibit 4," and received into evidence.

SBM

Unless there is an objection, mark the report and admit it into evidence.

NOTE:

The recorder offers each document, order, letter, or report bearing on the case and requests they be marked as exhibits and attached to the report. The senior board member ascertains whether there are any objections and rules on the admissibility of the evidence.

REC

I call (name) as a witness.

NOTE: The witness, if military, reports to the senior board member. The witness faces the recorder to be sworn.

REC (stands and addresses witness)

Please stand, raise your right hand, and be sworn. "Do you swear the evidence you shall give is the truth, the whole truth, and nothing but the truth?"

REC (use the procedures at [Attachment 20](#) for procedures for examining witnesses.)

REC

I have no other witnesses and no other evidence to present.

SBM (addresses respondent)

You now have the opportunity to introduce evidence in your behalf, either by calling witnesses or by introducing documentary evidence. As previously explained, you have the right to submit to examination under oath or to remain silent.

Q. Do you desire to submit documentary evidence in your behalf?

A.

Q. Do you want to submit depositions, certificates, or affidavits instead of the testimony of witnesses who are absent?

A.

NOTE: Documentary evidence, depositions, certificates, and affidavits submitted by the respondent will be marked as exhibits and identified alphabetically.

Q. Do you want to call any witnesses to testify in your behalf?

A.

NOTE: After being sworn by the recorder, each witness may be questioned by the respondent or the respondent's counsel and may be cross-examined.

SBM (at end of examination of witness)

Q. Do you wish to testify, under oath on your own behalf?

A.

NOTE: If the respondent testifies as a witness, the recorder administers the oath and explains Article 31, UCMJ. If the respondent does not testify as a witness, go to page 154 after the respondent is excused as a witness.

REC (stands and addresses respondent)

Please stand, raise your right hand, and be sworn. "Do you swear the evidence you shall give is the truth, the whole truth, and nothing but the truth?"

REC (addressed respondent)

Q. Are you the respondent in this case?

A.

I will now read from Article 31, Uniform Code of Military Justice:

(a) No person subject to this code shall compel any persons to incriminate themselves or to answer any question the answer to which may tend to incriminate them.

(b) No person subject to this code shall interrogate, or request any statement from, an accused or persons suspected of an offense without first informing them of the nature of the accusation and advising them that they do not have to make any statement regarding the offense of which they are accused or suspected and that any statement made by them may be used as evidence against them in a trial by court-martial.

(c) No person subject to this code shall compel any persons to make a statement or produce evidence before any military tribunal if the statement or evidence is not material to the issue and may tend to degrade them.

(d) No statement obtained from persons in violation of this article, or through the use of coercion, unlawful influence, or unlawful inducement shall be received in evidence against them in a trial by court-martial.

Q. Do you understand your rights?

A.

NOTE: His or her counsel, voting members of the board, and the recorder, may question the respondent.

SBM (at end of examination)

The respondent is excused as a witness.

SBM

SBM (addresses respondent)

Q. Does the respondent desire to make an unsworn statement? An unsworn statement is not evidence and you cannot be cross-examined on it; what weight the board attaches to it rests solely with the board. Furthermore, the board may elicit evidence from other sources to rebut anything in your statement. The statement may be oral or in writing, or both. You may make it yourself, or it may be made by your counsel, or by both of you. Consult with your counsel and advise the board what you want to do.

A.

SMB

Q. Does the respondent desire to present any further evidence to the board?

A.

SBM

Q. Does the recorder have evidence in rebuttal?

A. (If yes, recorder introduces evidence in rebuttal and witnesses are sworn and examined as before.)

SBM

Q. Does any member of the board wish to have any witnesses called or recalled, or does any member of the board desire that the recorder secure any additional information?

A. (If any board member makes a request, the recorder will comply.)

NOTE: SBM may request recorder to give summation of proceedings, closing statement, or both.

SBM (addresses respondent)

Q. Does respondent (or respondent's counsel) desire to present closing argument?

A.

NOTE: The legal advisor may now give closing instructions, if desired.

SBM

The board is closed. (The board goes into deliberations and personnel not part of the board withdraw.)

SBM (addresses session)

The board will come to order. Let the record show all members of the board, the respondent, and the respondent's counsel are present.

FINDINGS:

Having carefully considered the evidence, the Flying Evaluation Board finds:

RECOMMENDATIONS:

In view of these findings, the board recommends:

The Flying Evaluation Board adjourned at (time and date).

(member)

(senior member)

(member)

(recorder without vote)

(medical advisor without vote)

Attachment 25**FLYING EVALUATION BOARD REPORT TRANSMITTAL LETTER**

(Date)

MEMORANDUM FOR First Reviewing Authority

Next Reviewing Authority, etc.

MAJCOM/DO/CV/CC (As Appropriate)

FROM: (Convening Authority's 3-Line Functional Address/ Symbol)

304 West Randolph Circle, Suite 12

Randolph AFB, TX 700870-1780

SUBJECT: Flying Evaluation Board Report Transmittal

1. Attached are the proceedings of a Flying Evaluation Board convened at this headquarters, (date).

a. The respondent was: (grade, name, and SSN)

b. Present duty AFSC _____; additional AFSC _____ (if appropriate).

c. Aeronautical rating:

d. Additional aeronautical ratings:

e. Basis for officer meeting the Flying Evaluation Board: (Reference AFI 11-402, [Chapter 4](#))

f. Parent organization:

2. Unit POC is _____.

(Convening Authority's Signature)

(Type Name, Grade, USAF)

Attachments:

1. Convening Authority's Recommendation

2. Review of Legal Sufficiency

3. Flying Evaluation Board Proceedings

Attachment 26**REQUESTING REINSTATEMENT OF AVIATION OR PARACHUTIST SERVICE**

(Date)

MEMORANDUM FOR (Servicing HARM Office)

(Servicing MFP)

(HQ USAF/XOOS, Parachutist members)

(HQ USAF/XOOT, Air Operations Career Field Manager)

IN TURN

FROM: (Applicant's Functional Address Symbol, Name)

SUBJECT: Request for Reinstatement of Aviation Service

1. According to AFI 11-402, paragraph **5.8.**, I request reinstatement of aviation or parachutist service. I understand the USAF will not approve this request unless an aircrew position vacancy exists (needs of the Air Force), and my requalification will not become effective until I am assigned to flying duties.

2. The following information supports my request:

a. Current duty AFSC, duty title, and military address;

b. Previous aviation or parachutist duty AFSC, duty title, and highest qualification attained;

c. AOs (Atch 1). (Include copies of all AOs including imposing disqualification AO)

d. Medical examination (Atch 2). (Include a copy of current DD Form 2808, *Report of Medical Examination*, DD Form 2807-1, *Report of Medical History*, and a current AF 1042, *medical Recommendation for Flying or Special Operations Duty*.)

e. Flight or Jump History Report (Atch 3). (Include copy of FHR or JHR reflecting date last flown or jump and total hours/jumps by type aircraft (if aircrew), AF 942, *Record of Evaluation*, and the last five AF 8, *Certificate of Aircrew Qualification (if aircrew)*.)

f. Additional Statements (Atch 4). (Include a statement of involvement in any aircraft accident (military or civilian) as an aircrew member. Include a statement to verify the applicant did not fail to attain or maintain aircrew qualification or submit a request for voluntary disqualification for aviation service. Negative statements must be furnished, if applicable.)

3. I have accomplished all required actions to remove previous impediments to aviation service. Documentation of these actions is attached.

(Applicant's Signature)

(Applicant's Signature Block with SSAN)

Attachments:

1. AOs

2. Medical Examination

3. ARMS Individual Flight Record

4. Additional Statements

Attachment 27

NOTIFYING RESPONDENT OF SUSPENSION OF AVIATION SERVICE

(Date)

MEMORANDUM FOR (Functional Address/Name of Respondent)

FROM: (Functional Address/Name of Immediate Commander)

SUBJECT: Suspension of Aeronautical Service

1. You are being considered for disqualification IAW AFI 11-402. If disqualification is approved by the (MAJCOM)/DO, it will be a permanent action.
2. The HARM will publish an AO assigning ASC 04 - Suspended-Disqualification Action Pending, effective this date.
3. By signing this memorandum, you acknowledge you have received a copy of this letter.

(Immediate Commander's Signature)

(Immediate Commander's Signature Block)

1st Ind, (Respondent)

TO: (Immediate Commander)

Receipt acknowledged.

(Respondent's Signature)

(Respondent's Signature Block)

cc:

Servicing HARM office

Attachment 28**NOTIFYING THE HOST AVIATION RESOURCE MANAGEMENT TO SUSPEND AVIATION SERVICE**

(Date)

MEMORANDUM FOR (Servicing HARM)

FROM: (Immediate Commander)

SUBJECT: Suspension of Aviation Service

Request that (Respondent's Name/SSAN) be suspended IAW AFI 11-402, paragraph **5.6.2.1.**, effective (Date). Assign ASC 04 (Suspended-Disqualification Action Pending).

(Immediate Commander's Signature)

(Immediate Commander's Signature Block)

Attachment 29**REQUEST FOR DISQUALIFICATION FROM AVIATION SERVICE**

(Date)

MEMORANDUM FOR (Convening Authority)

FROM: (Respondent's Immediate Commander)

SUBJECT: Request for Disqualification from Aviation Service

1. Recommend (Respondent's Grade/Name/SSAN) for disqualification from aviation or parachutist service IAW AFI 11-402 for (Reason).

2. The following information is submitted:

a. Duty AFSC:

b. Non-Rated or Non-CEA Aircrew or parachutist Member Specialty Title

c. Military Address:

d. Date of Initial AO:

e. Current ASC/Effective Date:

f. Total/PAA Flying Time (if applicable):

(Commander's Signature)

(Commander's Signature Block)

Attachments:

1. AF Form 8 and 942

2. Aircrew Training Summary

3. Aircrew Training Records

4. AOs

5. (Any Other Pertinent Data)

Attachment 30**APPOINTING MEMBERS OF AN AIRCREW EVALUATION BOARD**

DEPARTMENT OF THE AIR FORCE

(UNIT)

(BASE)

SPECIAL ORDERS #

The following individuals are appointed members of the AEB to be convened at (time and place determined by the senior board member). The purpose of the board is to examine the professional qualification for aviation service, evaluate potential for future aviation service, and make recommendations to higher authorities. The order confirms the (date) verbal orders of (convening authority, unit). Authority: AFI 11-402, paragraph **7.7.1.1**.

(List Board position, name, grade, SSAN, unit and station of assignment, MAJCOM, aircrew specialty, and ASC of all members)

Attachment 31**NOTIFYING RESPONDENT OF AIRCREW EVALUATION BOARD**

(Date)

MEMORANDUM FOR (Respondent's Commander Functional Address/Name of Respondent)

FROM: (Convening Authority)

SUBJECT: Aircrew Evaluation Board Notification Letter

1. An AEB will convene in (Building Number, Room Number, Date, and Time) to consider evidence concerning your professional qualifications as a CEA, non-rated officer or non-CEA aircrew member and make recommendations regarding your future use in flying duties. The proceedings of the board are subject to review and further recommendation by the convening authority and intermediate commanders. Final action will be determined by HQ (MAJCOM)/DO (or equivalent).
2. IAW AFI 11-401, para, 3.6, your aviation service is suspended effective the date of this letter and will remain suspended throughout the FEB process. Your flight pay will be terminated the day prior to the effective date of your suspension
3. The commander has directed you meet the board under AFI 11-402, paragraph (as appropriate). It is alleged that (state the exact reasons why the respondent is meeting the AEB).
4. If you desire, you may request representation from the Area Defense Counsel.
5. The following people will be witnesses:
 - a. (Name, Grade, and Organization)
 - b. (Name, Grade, and Organization)
6. If you desire, the board will arrange for the presence of military witnesses who are reasonably available to testify on your behalf.
7. You will have the opportunity to examine and cross-examine witnesses, submit evidence, testify or make a statement, and submit a brief.
8. If a delay is essential to the proper defense of your case, you may request a delay of up to 30 days.
9. IAW AFI 11-402, paragraph 7.4.6., you may submit an application for voluntary disqualification for aviation service in lieu of the AEB Action.
10. Acknowledge receipt of this notification by endorsement not later than (five days). Your reply will include the following:
 - a. A statement that the date and time of the board are adequate for you to prepare your case.
 - b. A statement that you do/do not desire the board to arrange for certain persons to appear as witnesses on your behalf. Complete date on each of these witnesses must be included.
 - c. A statement that you do/do not desire assistance of the board in obtaining military counsel.
 - d. A statement that you do/do not intend to request voluntary disqualification from aviation service in lieu of AEB. If you elect to make this application, submit it within five workdays.
11. A copy of AFI 11-402 is attached for your use.

(Recorder's Signature)

(Recorder's Signature Block)

Attachment:

AFI 11-402

cc:

Servicing HARM office

Attachment 32**CONVENING THE AIRCREW EVALUATION BOARD**

(Date)

MEMORANDUM FOR (Senior Board Member)

Aircrew Evaluation Board

(SBM's Organization)

FROM: (Convening Authority's Functional Address Symbol)

SUBJECT: Aircrew Evaluation Board

1. Under AFI 11-402, **Chapter 7**, paragraphs (as appropriate), you will convene the AEB appointed by (special order, headquarters, date), on (date established by special order). The board will develop and consider evidence concerning the professional qualification as a CEA, non-rated officer, or non-CEA aircrew member of (grade, name, SSAN), (organization), and will make recommendations regarding the future use of this aircrew member in the performance of flying duties. The basis for the board action is (appropriate paragraphs of AFI 11-402, **Chapter 7**).

2. Conduct and report all proceedings according to this instruction.

FOR THE COMMANDER

(Convening Authority's Signature)

(Convening Authority's Signature Block)

Attachment 33**REQUEST FOR VOLUNTARY DISQUALIFICATION IN LIEU OF AIRCREW EVALUATION BOARD**

(Date)

MEMORANDUM FOR (Functional Address/Name of Immediate Commander)

FROM: (Functional Address Symbol/Name of Applicant)

SUBJECT: Request for Voluntary Disqualification In Lieu of Aircrew Evaluation Board

1. In accordance with AFI 11-402, paragraph 7.4.6., I voluntarily request disqualification from aviation service in lieu of Aircrew Evaluation Board (AEB). I understand voluntary disqualification from aviation service is permanent.

2. I submit the following information as required:

- a. Duty AFSC;
- b. CEA, Non-rated or Non-CEA Aircrew Member Specialty Title;
- c. Military Address;
- d. Date of Initial AO;
- e. Current ASC/Effective Date;
- f. Total/PAA Flying Time;

(Applicant's Signature)

(Applicant's Signature Block)

Attachments:

(as required)

1st Ind, (Functional Address Symbol/Name of Immediate Commander)

TO: (Functional Address Symbol or Next Higher Reviewing Authority)

1. Applicant (is) (is not) under consideration for involuntary disqualification from aviation service.

2. Applicant (is) (is not) awaiting trial by court-martial.

3. Applicant (is) (is not) being considered for (voluntary) (involuntary) separation.

4. Applicant (is) (is not) (projected) (selected) for assignment to an aircrew position.

5. I have interviewed the CEA, non-rated officer, or non-CEA aircrew member making this request, and I believe this request (is) (is not) in the best interest of the Air Force for the following reasons:

(Commander's Signature)

(Commander's Signature Block)

Attachments:

(as required)

Attachment 34**AIRCREW EVALUATION BOARD PROCEDURES****SAMPLE ONLY****OPENING**

SBM

The board will come to order.

REC

Let the record show that the respondent, (grade, name, SSAN, organization) is present and junior in rank to all the voting members. This board was appointed by special order _____, dated _____, Headquarters, _____. A copy of the appointing order is "Government Exhibit 1."

The respondent has acknowledged receipt of notice of this hearing. The notice of hearing and acknowledgment is "Government Exhibit 2."

REC

The reporter, (name), will be sworn.

REC (to reporter)

Please stand and raise your right hand:

"Do you swear that you will faithfully perform the duties of reporter"?

REP

I do.

REC

The purpose of this AEB is to consider evidence concerning the respondent's professional qualifications as a CEA, non-rated officer, or non-CEA aircrew member and to make recommendations regarding (his/her) future performance of flying duties.

REC (addresses respondent)

Q. Is the respondent represented by counsel?

A.

Q. What is (his/her) name, grade, SSAN, and organization?

A.

REC

It is alleged that the respondent (state the exact reasons why the respondent is meeting the AEB). AFI 11-402, paragraph _____, reads as follows: (read appropriate paragraphs)

PRELIMINARY INSTRUCTIONS

NOTE: Immediately after convening the AEB the legal advisor should brief the board. The following is provided as a guide to the legal advisor and should not use these instructions without modifying them to meet the existing circumstances.

LA

My duty as legal advisor is to help ensure a fair, impartial, and orderly hearing. I can make advisory rulings on the admissibility of evidence, procedural matters, and other questions and objections arising during the hearing. However, my rulings are not final. The senior board member will make the final determination. After all evidence is presented, I will advise the board on procedures to follow in closed session. Your responsibility as board members is to act as impartial fact finders. Your findings will have great significance to the respondent and the United State Air Force. Given the facts, you will have to draw conclusions, determine findings, and make recommendations concerning the disposition of this case. Your findings must be consistent with the facts and your recommendations consistent with the findings and IAW AFI 11-402. Each of you must be satisfied you can fairly and impartially hear this case. Later, the respondent and the respondent's counsel may question you on this point. If you are not convinced you can act impartially, say so now.

REC

Is any voting member unable to give the respondent a fair and impartial hearing?

NOTE: If the answer is "no" or there is no response, the REC will state: Let the record show all members answered in the negative.

NOTE: If anyone answers "yes", ask for the reason. If it is apparent the member should be released because of bias or prejudice against the respondent, the senior board member will release the member. Otherwise, follow the challenge proceedings. If this results in an insufficient number of voting members to constitute a quorum (three), the board will recess to get an alternate member. Ask the alternate member the same question. His or her qualification to sit depends on his or her answer.

LA

The recorder will present evidence concerning the reasons for convening the board. When the recorder's presentation is concluded, the respondent, with the assistance of counsel, has the right to submit additional evidence. Evidence consists only of documents and testimony admitted before you. Disregard extraneous matters and evidence excluded by the senior board member. When evaluating the evidence, use the training and experience you have gathered throughout your careers.

Examination of witnesses is conducted first by the party calling the witness. After direct examination, cross-examination may follow. After questioning by both the recorder and the respondent's counsel, members of the board may ask questions. In addition, members of the board may call witnesses before the board if they feel those witnesses have information that is relevant. The same is true of documentary evidence. You should exercise caution in this area. It is sometimes easy to become overzealous and forget or ignore the responsibility to remain impartial. If it is necessary to ask questions, confine your questions to matters before the board.

It is a good idea to take notes as the testimony proceeds. The notes are invaluable in your later deliberations and they help avoid repetitive questioning.

When you wish to ask a question, please identify yourself so the reporter may identify you for the record. Members of the board are prohibited from making off-the-record statements. If comment on a witness' testimony is necessary, the recorder or the respondent's counsel may refer to it in final argument. Finally, administrative boards are not bound by the formal rules of evidence prescribed for trials by court-martial. All reliable evidence should be considered. You should be consider all evidence admitted by the Senior Board Member, giving each item the weight it merits.

Are there any questions?

RESPONDENT RIGHTS

SBM

It is my duty to explain the following rights to the respondent:

1. You may appear in person at all open proceedings of this board.
2. You may be represented at all open sessions by military counsel of your choice, if reasonably available, or civilian counsel of your choice at your own expense; or you may request that military counsel be assigned to represent you.
3. You may challenge any voting member of the board, for cause.
4. You, or your counsel, may question any witness who testifies.
5. You may call witnesses and present evidence in your behalf and you may submit a written brief covering all or any part of the proceeding.
6. You may or may not submit to examination. If you submit to examination, you will be sworn and will have to answer all questions. However, you will not be compelled to incriminate yourself, to answer any questions that might tend to incriminate you, or to answer any question not material to the issue when the answer might tend to degrade you. These are your rights under Article 31, Uniform Code of Military Justice.

SBM (addresses respondent)

Q. Do you desire further explanation of your rights?

A.

CHALLENGE PROCEEDINGS

REC (Addressing respondent)

Q. You now have the opportunity to exercise your right of challenge. Any voting member of the board may be challenged for cause only. The legal advisor, medical advisor, and recorder are nonvoting members and are not subject to challenge. Do you wish to challenge any voting member?

A.

(If the answer is "no", the recorder should make the following statement before proceeding with the introduction of evidence.)

REC

Let the record show the respondent challenged no member.

(If the respondent answers affirmatively, the recorder will continue.)

Q. Who do you challenge and what are the grounds for the challenge?

A.

(His or her counsel, the voting members, and the recorder of the board may question respondent. Limit questions to the grounds of the challenge.)

REC (Addressing the challenged members)

Q. Do you wish to make a statement regarding the challenge?

A.

(The respondent, the respondent's counsel, all voting members, and the recorder may question challenged member.) When it is clear the member cannot conscientiously participate or the challenge would be unanimously sustained, the senior board member should state:

SBM

Provided no voting member objects, (grade and name) is excused.

NOTE: If the challenge is disputed, the senior board member states:

SBM

This session will be closed to consider the challenge. (Session is closed. Respondent, his or her counsel, and the challenged member withdraw. Determination is made by majority vote of the other voting members; a tie disqualifies the challenged member.)

(Session opens)

SBM

The board is open. The challenge (is/is not) sustained.

NOTE: If the challenge is sustained, the challenged member is excused and the action is noted in the record. The remaining members constitute the board unless additional members are necessary to constitute a quorum. If a challenge reduces the number of members below a quorum (three), the board will recess until additional members are obtained. If alternate members must be obtained, all proceedings will be read to the new member in the presence of the respondent and his/her counsel. Give the respondent the opportunity to challenge the new member for cause.

INTRODUCTION OF EVIDENCE

REC (addresses board)

I now offer into evidence the respondent's DD Form 2807-1, Report of Medical Examination, dated _____. I ask that this report be marked "Government Exhibit 3," and received into evidence.

SBM

Unless there is an objection, mark the report and admit it into evidence.

NOTE: The recorder offers each document, order, letter, or report bearing on the case and requests they be marked as exhibits and attached to the report. The senior board member ascertains whether there are any objections and rules on the admissibility of the evidence.

SBM (addresses respondent)

You now have the opportunity to introduce evidence in your behalf, either by calling witnesses or by introducing documentary evidence. As previously explained, you have the right to submit to examination under oath or to remain silent.

Q. Do you desire to submit documentary evidence on your behalf?

A.

Q. Do you want to submit depositions, certificates, of affidavits instead of the testimony of witnesses who are absent?

A.

NOTE: Documentary evidence, depositions, certificates, and affidavits submitted by the respondent will be marked as exhibits and identified alphabetically.

Q. Do you want to call any witnesses to testify in your behalf?

A.

REC

I call (name) as a witness.

NOTE: The witness, if military, reports to the senior board member. The witness faces the recorder to be sworn.

REC (stands and addresses the witness)

Please stand, raise your right hand, and be sworn. "Do you swear the evidence you shall give is the truth, the whole truth, and nothing but the truth?"

NOTE: After being sworn by the recorder, each witness may be questioned by the respondent or the respondent's counsel and may be cross-examined.

REC (Use the procedures at [Attachment 20](#) for procedures for examining witnesses.

(Recorder, respondent or respondent's counsel, or the board members proceed with examination of witnesses.)

REC

I have no other witnesses and no other evidence to present.

SBM (at end of examination of witness)

Q. Do you wish to submit to examination under oath?

A.

NOTE: If the respondent testifies as a witness, the recorder administers the oath and explains Article 31, UCMJ. If the respondent does not testify as a witness, go to page 173 after the respondent is excused as a witness.

REC (stands and addresses respondent)

Please stand, raise your right hand, and be sworn. "Do you swear the evidence you shall give is the truth, the whole truth, and nothing but the truth?"

REC (addresses respondent)

Q. Are you the respondent in this case?

A.

REC (addresses respondent)

I will now read from Article 31, Uniformed Code of Military Justice:

a. No person subject to this code shall compel any persons to incriminate themselves or to answer any question the answer to which may tend to incriminate them.

b. No person subject to this code shall interrogate, or request any statement from, an accused or persons suspected of an offense without first informing them of the nature of the accusation and advising them that they do not have to make any statement regarding the offense of which they are accused or suspected and that any statement made by them may be used as evidence against them in a trial by court-martial.

c. No person subject to this code shall compel any persons to make a statement or produce evidence before any military tribunal if the statement or evidence is not material to the issue and may tend to degrade them.

d. No statement obtained from persons in violation of this article, or through the use of coercion, unlawful influence, or unlawful inducement shall be received into evidence against them in a trial by court-martial.

REC (still addressing the respondent)

Q. Do you understand your rights?

A.

NOTE: His/her counsel, voting members of the board, and the recorder, may question the respondent.

SBM (at end of examination)

The respondent is excused as a witness.

SBM

Q. Does the respondent desire to present any further evidence to the board?

A.

SBM

Q. Does the recorder have evidence in rebuttal?

A. (If yes, recorder introduces evidence in rebuttal and witnesses are sworn and examined as before.)

SBM

Q. Does any member of the board wish to have any witnesses called or recalled, or does any member of the board desire that the recorder secure any additional information?

A. (If any board member makes a request, the recorder will comply.)

SBM (addresses respondent)

Q. Does the respondent desire to make an unsworn statement? An unsworn statement is not evidence and you cannot be cross-examined on it; what weight the board attaches to it rests solely with the board. Fur-

thermore, the board may elicit evidence from other sources to rebut anything in the statement. The statement may be oral or in writing, or both. You may make it yourself, or it may be made by your counsel, or by both of you. Consult with you counsel and advise the board what you want to do.

A.

NOTE: SBM may request recorder to give summation of proceedings, closing statements, or both.

SBM (addresses respondent)

Q. Does the respondent (or respondent's counsel) desire to present closing arguments?

A.

CLOSING INSTRUCTIONS

NOTE: The legal advisor may now give closing instructions, if desired.

These instructions serve as a guide for legal advisors. Do not use them without modifying them to meet specific circumstances.

LA

In a few moments, you will go into closed session to determine findings and recommendations. Your objective is to determine findings based upon the facts of the case and make recommendations consistent with the findings. This information will assist the proper authority when making a final decision. Carefully phrase your findings to include the substance of the facts established by evidence and make a finding on each allegation. Do not comment on collateral matters raised by the evidence.

Findings must be specific and supported by the preponderance of evidence. A preponderance of evidence means evidence that, in your opinion, is more convincing as to its truth when compared to the opposing evidence. It does not refer to the greater number of witnesses or documents. Use your best judgment and common sense to resolve disputed or conflicting evidence. When assessing the credibility of a witness, consider all the circumstances; for example, demeanor, manner of testifying, interest in the outcome of the case, friendships, biases, and prejudices.

Voting on the findings and recommendations should be by written ballot and a majority must agree on each finding and recommendation. If necessary, you may submit a minority report. If you need additional legal assistance or there is a question regarding procedure, you may reopen the board. If the assistance is solely to put findings and recommendations into proper form, I may enter the closed session. If I enter the closed session, the reporter must be present and the proceedings become part of the transcript.

Please disregard any statements I made during these proceedings that may indicate my opinion regarding what the findings and recommendations should be. You alone are responsible for those determinations.

Are there any questions?

SBM

The board is closed. (The board goes into closed session and personnel not part of the board withdraw.)

FINDINGS AND RECOMMENDATIONS

SBM (addresses session)

The board will come to order. Let the record show all members of the board, the respondent, and the respondent's counsel are present.

FINDINGS: Having carefully considered the evidence, the AEB finds:

RECOMMENDATIONS: In view of these findings, the board recommends:

The AEB is adjourned at (date and time).

Attachment 35**PROCEDURE FOR ADDING AN ALLEGATION TO THE NOTIFICATION LETTER**

1. Add a new basic allegation to the notification letter any time it becomes evident an addition is appropriate. This allegation will conform to one of the conditions specified in [Chapter 7](#).
2. The usual procedure is for the recorder to present the proposed additional allegation as an exhibit for adoption.
3. However, the board, on its own motion, may initiate this action. The board should request the legal advisor (if appointed) or legal officer to prepare a draft allegation and, in open hearing, hand it to the recorder to process as if the recorder has initiated the allegation.
4. The following procedures are appropriate:

SBM

Consideration should be given to the addition of a new allegation to the notification letter. The legal advisor has drafted the proposed additional allegation as "Government Exhibit (no.)".

LA

I now hand to the recorder "Government Exhibit No. ____".

REC

The recorder moves that the board amend the notification letter to include an additional allegation. Had the commander been aware of the information, (he/she) would have included the allegation in the original notification letter.

SBM

The recorder's motion is (granted) (denied). "Government Exhibit No. ____ (is) (is not) accepted into evidence and the notification letter (is) (is not) amended.

SBM (to respondent)

You have up to 10 days to prepare your defense to this additional allegation. You are entitled to the maximum time. However, you may agree to a shorter time or you may continue this hearing without interruption. Consult with your counsel and state your desires.

RC

Respondent (is prepared to proceed at this time and waives further delay) or (the respondent requests ____ days to prepare a reply).

SBM

The respondent may present evidence on the additional allegation (or the board will adjourn until (time and date).

SBM

The board is open.

REC

Let the record show the board adjourned at (time and date), and reconvened at (time and date). All parties who were present when the board adjourned are again present.

SBM

Is the respondent prepared to present evidence concerning the additional allegation(s)?

RC

The respondent is prepared to proceed.

(Each side according to normal procedures will introduce Testimony.)

Attachment 36**PROCESSING OF THE AIRCREW EVALUATION BOARD REPORT****A36.1. AEB REPORT PROCESSING**

A36.1.1. Ensure the report is clear and legible. The senior board member must initial erasures and additions.

A36.1.2. Use 8-1/2 by 11-inch paper, one side only, with a double space between questions and answers. Paragraph long questions or answers at convenient intervals. Number pages at the bottom center of each page. Margins conform to rules for correspondence; however, allow a margin of at least 2-1/2 inches at the top of each page. At the bottom of each page in the left-hand margin, note the principal matter appearing on the page. At the bottom of each page in the left-hand margin, note the principal matter appearing on the page; for example, JONES/Direct/Cross/Excused, or Findings, or Explanation or Rights, or Govt EX 1/Admitted, and so forth. Use the following abbreviations to identify board members and other participants when preparing the transcript:

Senior board member	SBM
Member of the board	MEM (name)
Recorder	REC
Legal advisor	LA
Medical advisor	MA
Reporter	REP
Respondent	RESP
Respondents counsel	RC
Witness	WIT (name)

A36.1.3. The index must contain (tab all exhibits):

A36.1.3.1. Witnesses and the page number of their testimony.

A36.1.3.2. The page number showing when each exhibit was offered and admitted.

A36.1.3.3. Proceedings must be verbatim.

A36.1.4. Preparing Copies. Provide copies to the convening authority, each reviewing authority, the MAJCOM operations resource management office, and the respondent.

A36.1.5. Arrangement of Material. Assemble the material into sets. Arrange originals to make one set. Each set has one copy of each of the following documents filed in the order shown:

A36.1.5.1. Transmittal letter (paper clip to the front of the folder)

A36.1.5.2. Index of board proceedings

A36.1.5.3. AEB report

A36.1.5.4. Exhibits

A36.1.5.5. If volume permits, fasten all sets to the inner right side of a standard kraft folder with prong fastener. Otherwise, covers and tabs may be reproduced locally to accommodate bulky records.

A36.1.6. Prepare the transmittal letter for the convening authority to sign per [Attachment 39](#). On the convening authority's transmittal letter, his/her recommendation is [Attachment 1](#) to the transmittal letter; review for legal sufficiency is [Attachment 2](#); and the AEB report with index and exhibits, is [Attachment 3](#).

Attachment 37**AIRCREW EVALUATION BOARD REPORT TRANSMITTAL LETTER**

(Date)

MEMORANDUM FOR First Reviewing Authority

Next Reviewing Authority, etc.

MAJCOM/DO/CV/CC (As Appropriate)

FROM: (Convening Authority's 3-Line Functional Address/ Symbol)

304 West Randolph Circle, Suite 12

Randolph AFB, TX 700870-1780

SUBJECT: Aircrew Evaluation Board Report Transmittal

1. Attached are the proceedings of an AEB convened at this headquarters, (date).
 - a. The respondent was: (grade, name, and SSN)
 - b. Present duty AFSC _____; additional AFSC _____ (if appropriate).
 - c. Aeronautical rating:
 - d. Additional aeronautical ratings:
 - e. Basis for aircrew member meeting the AEB: (Reference AFI 11-402, **Chapter 5** or **Chapter 6**)
 - f. Parent organization:
2. Unit POC is _____.

(Convening Authority's Signature)

(Type Name, Grade, USAF)

Attachments:

1. Convening Authority's Recommendation
2. Review of Legal Sufficiency
3. Aircrew Evaluation Board Proceedings

Attachment 38**CHECKLIST FOR AIRCREW EVALUATION BOARD**

Use this checklist to help you process the AEB. It is designed for you to use in conjunction with AFI 11-402.

CONVENING THE AEB

1. Does cause exist to convene an AEB?
2. If the AEB is to consider evidence of failure to meet training standards, was the respondent offered the opportunity to request a waiver of AEB?
3. If the AEB is to requalify a crewmember that has been disqualified for more than five years, have aircrew requirements and assignment availability been coordinated with HQ AFPC/DPAOD4?
4. Is just one respondent to appear?
5. Is the AEB convened by an Operations Group Commander (or equivalent)?
6. Is the convening order in the proper format?
7. Is the convening date within 30 days of appointment? If not, was the MAJCOM notified of the delay and the anticipated date?

BOARD MEMBERSHIP

1. Has the convening authority selected three voting members and a recorder?
2. Have any of the board members been directly involved in the case?
3. Are all voting members qualified for aviation service, holding an active ASC, and senior in rank to the respondent?
4. Does at least one voting member hold the same CEA specialty code as the respondent?
5. Has a legal advisor, if required, been appointed?
6. Has a medical advisor, if required, been appointed?
7. Was an AEB procedural briefing scheduled for the senior board member and the recorder?

PREHEARING RESPONSIBILITIES

1. Has the senior board member:
 - a. Briefed the recorder of his/her responsibilities and ensured he/she was relieved of other duties to properly perform recorder duties?
 - b. Given the recorder all documents, evidence, and correspondence relative to the case?
 - c. Specified a time and location for the AEB?
 - d. Ruled on any respondent requests for a delay?
 - e. Verified the authenticity of the evidence?
2. Has the recorder:
 - a. Reviewed AFI 11-402 and this checklist?

- b. Notified the respondent to appear?
- c. Obtained and analyzed all records, evidence, and correspondence regarding the case?
- d. Interviewed everyone who may have knowledge of the case and determined who to call as witnesses?
- e. Obtained testimony by deposition or affidavit from witnesses who are unable to appear?
- f. Kept the respondent notified of any changes to time or place of the AEB?
- g. Arranged for the presence of the respondent's military witnesses?
- h. Arranged for a reporter and any required advisory members?
- i. Notified every one of the time and place for the AEB?
- j. Ensured all evidence is available when the board convenes?
- k. Given the respondent and board members a chance to review all of the evidence?
- l. Assembled appropriate instructions and regulations for reference during the AEB?
- m. Authenticated copies of exhibits to be used as evidence?
- n. Informed the SBM when all pre-hearing actions are complete?

RESPONDENT NOTIFICATION

1. Has the respondent been notified IAW AFI 11-402, [Attachment 30](#)?
2. Did the respondent respond to the notification within 48 hours? If not, did the convening authority grant an extension?
3. Did the respondent request voluntary disqualification in lieu of (VILO) AEB? If so, was it within five workdays of notification?
4. Was the VILO request forwarded through channels to the MAJCOM?
5. If the respondent requested a particular military counsel, was the request honored and documented if denied?

EVIDENCE AND EXHIBITS

1. Does the evidence accurately fix dates, places, people, and events?
2. Is all reasonable evidence examined and is all facts relative to qualification reviewed?
3. Are only the applicable pages of publications or instructions submitted as exhibits and are they properly annotated?
4. Are all mandatory exhibits included?
5. Was the respondent given a chance to review all documents submitted as evidence?

CONDUCTING THE AEB

1. Are a reporter, recorder, respondent, counsel, and quorum of board members present during all open sessions?
2. Are witnesses present only while giving testimony?

3. Are the reporter and witnesses sworn?
4. Did the SBM explain the rights of the respondent in open session?
5. Was the respondent offered the right to challenge voting members for cause?
6. If a new member was appointed during the proceedings, did the new member review all proceedings up to that point in the AEB?
7. Was the identity of each witness and their relationship to the respondent established in open session?
8. Was the respondent or respondent's counsel allowed to cross-examine all witnesses called by the board?
9. Was all evidence received in open session?
10. Was the respondent compelled to testify?
11. Did advisory members give advice only in open session?
12. Was the respondent given an opportunity to answer all allegations?

FINDINGS AND RECOMMENDATIONS

1. Are all findings supported by the evidence?
2. Do the findings comment on each allegation?
3. Did the AEB note any extenuating circumstances?
4. Did the AEB determine if the respondent ever voluntarily requested suspension or disqualification from aviation service, met an AEB/FEB, or met a training review board that resulted in elimination from flying training?
5. If the legal advisor was present in closed session, were questions limited to putting findings in proper form? Were transcripts of the closed sessions with the legal advisor present included in the AEB report?
6. Did the AEB find the respondent's aviation service should be limited to certain aircraft, roles, or missions?
7. Are the recommendations consistent with the findings? Are they limited to the respondent remaining qualified or disqualified from aviation service?
8. If the respondent was in training and the recommendation was to remain qualified, did the board make a recommendation whether or not the respondent should continue training?
9. If respondent holds more than one aircrew specialty, did the board make a recommendation regarding each specialty?
10. Did the AEB make a recommendation on whether or not the respondent will be allowed to continue to wear authorized aviation badges?
11. If there was disagreement among voting members, was a minority report properly filed?
12. Were the findings and recommendations announced in open session?

POSTHEARING RESPONSIBILITIES

1. Has the recorder:
 - a. Supervised preparation of the report and ensured there are enough copies?

- b. Ensured all members who were present throughout the hearing have signed all copies?
- c. Arranged the material in the correct order?
- d. Prepared a transmittal letter for the convening authority?

2. Has the SBM reviewed the report?

AEB REPORT

- 1. Is the transcript verbatim, double-spaced, and on 8-1/2 by 11-inch paper?
- 2. Are all exhibits tabbed?
- 3. Does the index include witnesses and the page where their testimony appears? Is there a list of exhibits with pages where they were introduced?
- 4. Is the report properly arranged?
- 5. Are all required exhibits included in the correct order?
- 6. Are all pages clearly labeled?
- 7. Is one copy of the report given to the respondent?
- 8. Are the originals and other copies delivered to the convening authority for review, recommendations, and transmittal?
- 9. Are copies of the report mailed to each reviewing authority and to the MAJCOM?
- 10. Are AEB suspenses met? If not, are extensions requested and approved?
- 11. If the board is reconvened after forwarding copies of the report, was each copy returned to the convening authority?

THE REVIEW PROCESS

1. Legal Sufficiency Review

- a. Is the reviewer someone other than the AEB legal advisor?
- b. Is the review limited to determining procedural compliance and sufficiency of evidence?
- c. Was there any prejudicial error?
- d. Is the review dated and signed?

2. Convening Authority Review

- a. Did the convening authority add comments and recommendations, date, and sign each copy of the report to be forwarded?
- b. If nonconcurring, did the convening authority specifically identify the areas of contention and reason for nonconcurring?
- c. If and AEB finding indicated a lack of supervision or supervisory error, did the convening authority include a statement regarding corrective action taken or contemplated?

3. Intermediate Review

- a. If nonconcurring with the board or convening authority are specific reasons cited?

- b. If new evidence is received and the AEB is not reconvened, is the evidence (or summary) forwarded with recommendations?
- c. Are suspenses being met?

Attachment 39**APPLICATION FOR ADJUSTMENT OF AVIATION SERVICE DATE****(Example)**

(Date)

MEMORANDUM FOR HQ AFPC/DPAOY

FROM: Captain Mariana Y. Freeman

38 RSQ, Moody AFB Ga 31699

SUBJECT: Request for Aviation Service Date Adjustment

1. Request my Aviation Service Date be adjusted to not count breaks in aviation service. I was separated (or had a non-permanent medical disqualification) from the Air Force from 18 Jan 98 through 27 Dec 01.

2. The following information supports this application:

- a. Applicant's full name, grade, and SSN. Captain Mariana Y. Freeman, 777-77-7777
- b. Applicant's military address. 68 FTS, Moody AFB
- c. Initial Aviation Service Date. 6 May 91
- d. Current Date of Separation (if known). 26 Dec 07
- e. Return date. 27 Dec 01

Mariana Y. Freeman, Capt, USAF

5- Attachments

1. Initial AO
2. Separation (Medical, or disqual [02]) AO
3. Requalifying or Revalidation AO
4. AF Form 142, Aviation Worksheet
5. ARMS Individual Data Summary

Attachment 40**REQUEST FOR DOUBLE BILLETING JUMP OR NONRATED AIRCREW POSITION**

(Date)

MEMORANDUM FOR MAJCOM/DOT

HQ USAF/XOOS

HQ USAF/XOOT

IN TURN

FROM: (Unit Commander's Functional Address Symbol, Name)

SUBJECT: Request for Temporary Double Billeting of jump or nonrated aircrew position

1. Request authorization to double billet IAW AFI 11-402, **Chapter 1** and process AOs on (name, rank, SSN), UMD position number #####, for the period of (inclusive dates) to support (exercise or contingency). Member is currently double billeted to a jump or nonrated flying billet and is needed to support: *Use this section to describe the circumstances that necessitate exceeding UMD authorizations, as well as the individual's jump qualifications and experience. Submit justification for approval of this action to the MAJCOM, up to Air Staff for final approval. If approved, HARM will document a remark in AO and send a copy of the final AO to HQ USHQ USAF/XOOS and XOOT.*

The following information also supports this request:

2. Current duty AFSC, duty title, and military address.
3. Individual's ARMS printouts (IDS and last QJR)
4. Such documentation as Aeronautical Orders supporting previous jump status (include JM AO)
5. Specific period of double billeting period.
6. Member must be medically qualified and be able to provide an AF Form 1042, **Medical Recommendation For Flying or Special Operational Duty**
7. Copy of Unit Manning Document reflecting over manning

(Commander's Signature)

(Commander's Typed Name, Grade, Title)

Attachments:

1. ARMS documents
2. Aeronautical Orders
3. AF Form 1042
4. Additional Supporting documentation

1st IND, to HQ USAF/XOOS (if jumper)

(Group Commanders military address)

Request is approved/disapproved

(Signature)

(Typed Name, Grade, Duty Title)

2nd IND, to HQ USAF/XOOT

(MAJCOM Commanders military address)

Request is approved/disapproved

(Signature)

(Typed Name, Grade, Duty Title)

Attachment 41

ARMS REQUEST DATA FOR PARACHUTIST BADGE

ARMS REQUEST DATA FOR PARACHUTIST BADGE		
PRIVACY ACT STATEMENT		
AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and EO9397 PRINCIPAL PURPOSE: Source document for member's parachutist badge application to the HARM. The SSN is used for identification of individual records ROUTINE USES: No disclosures of this information are made outside DoD. DISCLOSURE IS VOLUNTARY: Individuals furnish the application to meet badge qualification standards. Failure to provide the information and SSN could result in the HARM not being able to validate member's requirements in ARMS and the member not being awarded the badge.		
LAST NAME - FIRST NAME - MIDDLE NAME	RANK	SSAN (last four)
Sewell, Laurie E.	SSgt	2424
ORGANIZATION AND BASE	UNIT MANPOWER DOCUMENT DUTY AFSC	
71st RQS, Moody AFB Ga	J1C2XX	
PARACHUTIST BADGE APPLYING FOR: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> BASIC PARACHUTIST SENIOR PARACHUTIST MASTER PARACHUTIST BASIC MFF PARACHUTIST MASTER MFF PARACHUTIST </div> (Circle One)		
OPERATIONS OFFICER CERTIFICATION		
THIS DATA HAS BEEN EXTRACTED FROM ARMS/JRF:		NO. OF JUMPS
DAY (including jumpmaster and equipment jumps)		15
NIGHT (including jumpmaster and equipment jumps)		16
TOTAL:		31
DAY JUMPMaster		7
NIGHT JUMPMaster		10
DAY EQUIPMENT (Note 1)		8
NIGHT EQUIPMENT (Note 1)		6
DATE APPLICANT SUCCESSFULLY COMPLETED PARACHUTIST TRAINING:		19980214
NAME OF SCHOOL WHERE TRAINING WAS ACCOMPLISHED:		Fort Benning, Ga
DATE APPLICANT WAS CERTIFIED JUMPMaster:		20000118
ON ACTIVE AERONAUTICAL ORDERS TO PERFORM JUMP DUTY: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
I CERTIFY THAT THE APPLICANT HAS SERVED <input checked="" type="checkbox"/> (24), <input type="checkbox"/> (36), OR MORE MONTHS (NOT NECESSARILY CONSECUTIVE) WHILE ON PARACHUTE DUTY AND ON JUMP STATUS, AS A PARACHUTIST, WITH COMPONENTS OF THE UNITED STATES AIR FORCE.		
DATE	TYPED NAME AND GRADE OF OPERATIONS OFFICER	SIGNATURE
20021115	Scott, Jason, Lt Col, USAF	<i>Jason V. Scott</i>
APPLICANT CERTIFICATION		
I CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE		
DATE	TYPED NAME AND GRADE OF APPLICANT	SIGNATURE
20021115	Sewell, Laurie E, SSgt, USAF	<i>Laurie Sewell</i>
CHIEF, HOST AVIATION RESOURCE MANAGEMENT CERTIFICATION		
DATE	TYPED NAME AND GRADE OF CHARM	SIGNATURE
20021120	Sobolewski, Mariana, SMSgt, USAF	<i>Mariana Sobolewski</i>
Note: Include tactical jumps in parenthesis. Complete All Items. Use "N/A" Where Applicable and Obtain Formal course Certificate.		

ARMS DATA FOR PARACHUTIST BADGE INSTRUCTIONS

1. To: Input the Base HARM office symbol. (i.e. 44 OSS/DOTF)
2. Last Name-First Name-Middle Name: Self-explanatory
3. Rank: Enter current military rank. (i.e. SSgt)
4. SSAN (last four): enter last four of member's SSAN.
5. Organization and Base: Enter the member's unit and base name (i.e. 24 STS, Gordon AFB)
6. Unit Manpower Document Duty AFSC: Enter member's DAFSC (and prefix) from the UMD, not the individual. HARM must verify DAFSC to ensure member is in jump billet.
7. Parachutist Badge Applying for: Circle badge applying for.
8. This data has been extracted from ARMS/JRF: Enter source data was obtained from.
9. Day (including jumpmaster and equipment jumps): Enter number of Days jumps performed.
10. Night (including jumpmaster and equipment jumps): Enter number of Night jumps performed.
11. Total: Total of all jumps performed.
12. Day and night jumpmaster: Enter number of jumps performed as Primary Jumpmaster.
13. Day and night equipment: Enter number of equipment jumps performed, indicate number of tactical jumps in parenthesis. (i.e. 15 (7)).
14. Date applicant successfully complete parachutist training. Enter date from course certificate.
15. Name of school where training was accomplished: Enter name of school. (i.e., USAFA).
16. Date applicant was certified jumpmaster: Enter jumpmaster qualification date (if applicable).
17. On Aeronautical Orders required to perform jump duties: Self-explanatory.
18. Certification of months on jump status: Check appropriate block (24 or 36 or more).
19. Operations Officer data and signature: Self-explanatory.
20. Applicant data and signature: Self-explanatory.
21. CHARM certification: When signed, the CHARM validates all jump data was validated with JRF/ARMS data and the member is on authorized aeronautical orders and is qualified for the badge indicated.

Attachment 42**AF FORM 4322, ACTIVE PARACHUTIST JUSTIFICATION**

(Date)

MEMORANDUM FOR (Servicing HARM Office)

FROM: Unit CC

(Commander's Functional Address)

SUBJECT: Request for Aircraft Assignment

1. Request aircraft aeronautical orders be published IAW AFI 11-401, Chapter 1, to authorize Captain Ryan Shell to obtain and maintain qualification in the MC130E and C130E aircraft.
2. Member is assigned to a valid active aircrew flying position, is required to perform in-flight duties IAW AFI 11-401, paragraph 3.3. and is in training to obtain and maintain aircraft qualification in the aircraft listed above.

(Commander's Signature)

(Commander's signature block)

ACTIVE PARACHUTIST JUSTIFICATION				COMMAND		EFFECTIVE PERIOD		DATE OF REQUEST	
				FROM		TO			
INSTALLATION		ORG NUM		ORG KIND		ORG TYPE		DET	
DUTY TITLE				API		GRADE		PREFIX	
TYPE OF PARACHUTIST REQUEST		PERMANENT <input type="checkbox"/>		TEMPORARY <input type="checkbox"/>		PERMISSIVE <input type="checkbox"/>			
<p>Justification:</p> <p>Provide a brief description to include rationale, why position requires incumbent to be a parachutist. For permanent "J" coding requests, list rationale why the position requires full-time jumping to include mission needs. For permissive jump status requests, include the amount of expertise of the incumbent. For temporary "J" coding status, include name of exercise or contingency the incumbent is required to help meet mission needs to support temporary jump status justification. Include type of jumping (static, HALO, or both). Also, attach a current Individual Data Summary of the member and Jump History Report for permissive jump status requests.</p>									
<p>List the AF Directives which lend support (Include paragraph number)</p>									
MAJCOM COORDINATION						HQ USAF			
DO	DP	SG	XP					XOOS	AFMOA
								AFSLM	XOOT

Instructions for Completing AF Form 4322, Parachutist AFSC/Active Justification

1. **Command:** Enter MAJCOM, FOA, DRU, or joint agency.
2. **Effective Period:** Enter the effective period of the position, (i.e., *From:* FQ 944 *To:* FQ 981). Use “999” in the ‘To’ block for positions that will not expire.
3. **Organization Number, Kind, Type, Detachment and Operating Location:** Enter the full organization number and title.
4. **Organization Structure Code (OSC):** Enter the appropriate OSC.
5. **Functional Account Code (FAC):** Enter the appropriate FAC.
6. **Duty Title:** Enter duty position title that clearly identifies the individual position.
7. **API:** If the individual is both a parachutist and an aircrew member enter the appropriate API.
8. **Grade:** Enter the authorized grade.
9. **Prefix/AFSC:** Enter the AFSC and prefix from AFMAN 36-2105 or AFMAN 36-2108 as applicable.
10. **SEI:** Enter Special Experience Identifier from AFMAN 36-2108 as applicable.
11. **Position #:** Enter the position number.
12. **Program Element Code (PEC):** Enter the appropriate PEC.
13. **Type of Parachutist Request** Identify by checking the correct block if parachutist will be Permanent, Temporary or Permissive status I/CW AFI 11-410 Chapter 2
14. **Description:** Describe peacetime and wartime duties of personnel that are being placed on parachute status. Write the description so that someone not familiar with the work center can understand its function and the need for parachutist skills. Include the amount of expertise and the size of the work center. If the position requires active flying duties, provide detailed justification. If no wartime duties are applicable, then describe the position as wartime available.
15. **Directives:** List the directive that directly supports the need for the parachutist’s skill.
16. **Coordination Blocks:** These blocks are made available for use when needed. There is no requirement to have all blocks filled or used.

All entries are mandatory except: DET, OL, PREFIX and SEI

Attachment 43

ANNUAL REVIEW OF JUMP, NONRATED, AND NON-CEA POSITIONS

(Date)

MEMORANDUM FOR HQ USAF/XOOT

FROM: (Unit Commander's Functional Address Symbol, Name)

SUBJECT: Annual Review of jump or nonrated/non-CEA aircrew positions

1. We have completed our review of all non-rated officer/non-CEA aircrew or parachutist authorizations not gained by a unit manpower standard. All positions meet the justification for full-time aircrew (IAW AFI 11-401) or parachutist duties (IAW AFI 11-410).

2. Our MAJCOM approved one temporary "J" coding requests this year for the period of YYMMDD through YYMMDD.

3. MAJCOM/DOT OPR for this matter is SMSgt Junghan, DSN: 222-4444.

(MAJCOM DOT's Signature)

(Typed Name, Grade, Title)

Attachment 44**INDIVIDUAL REQUEST FOR AIRCRAFT ASSIGNMENT**

(Date)

MEMORANDUM FOR (Servicing Harm Office)

FROM: Unit CC

(Commander's Functional Address)

SUBJECT: Request for Aircraft Assignment

1. Request aircraft aeronautical orders be published IAW AFI 11-402, Chapter 1, to authorize Captain Ryan Shell to obtain and maintain qualification in the MC130E/IP and C130E/IP aircraft. (Note: Ensure correct aircrew certification is documented for each MDS).
2. Member is assigned to a valid aircrew active flying position, is required to perform in-flight duties IAW AFI 11-401, paragraph 3.3., is in training to obtain and maintain aircraft qualification in the aircraft listed above.

(Comander's signature)

(Commander's signature block)

Attachment 45

UNIT REQUEST FOR AIRCRAFT ASSIGNMENT

(Date)

MEMORANDUM FOR (Servicing HARM Office)

FROM: Unit CC

(Commander's Functional Address)

SUBJECT: Request for Aircraft Assignment

1. Request aircraft aeronautical orders be published IAW AFI 11-402, Chapter 1, to authorize the attached list of aircrew members to obtain and maintain qualification in the MC130E and C130E aircraft.
2. All aircrew members are assigned to valid aircrew active flying positions, are required to perform in-flight duties IAW AFI 11-401, paragraph 3.3., is in training to obtain and maintain aircraft qualification in the aircraft listed above. (Note: Attachment must include full name, rank, aircrew certification code, by MDS type).

(Commander's signature)

(Commander's signature block)

Attachment

Listing of Unit Aircrew Members